

STUDENT HANDBOOK

LA ROCHE UNIVERSITY





STUDENT HANDBOOK

This Student Handbook contains an abundance of information to help you in your travels at La Roche University. Please refer to it often to gain insight on policies and procedures. It is filled with information that you can refer to over and over again. The policies and procedures have been developed to respect students' rights while encouraging responsibility. The years you attend La Roche University may very well be the most important ones in your life. You will meet fellow students from around the world and you will have the opportunity to share their beliefs, values, and attitudes. Take advantage of this wonderful opportunity you have been exposed to at La Roche. The staff and faculty are committed to helping you reach your academic and personal goals. To do this we encourage you to get involved in the many programs and activities we offer. We are continually striving to bring together those positive elements that will help you define your experiences and character. Our objective is to provide you with an educational environment that is challenging and rewarding, yet dynamic and progressive.

I wish you the best,

A handwritten signature in black ink that reads "Colleen Ruefle". The signature is written in a cursive style with a large initial "C".

Colleen Ruefle

Vice President for Student Life and Dean of Students

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MISSION STATEMENT FOR DIVISION OF STUDENT LIFE

The mission of the Division of Student Life at La Roche University is to advance the educational purpose and goals of the university and to take leadership in creating a campus community which is conducive to the development of all students. The division promotes and facilitates the growth of students to a full and balanced maturity by offering a quality delivery of student services and programs; and providing a campus environment that emphasizes personal interactions, spiritual growth, respect for diversity and social responsibility. The division advocates a student-centered approach with an emphasis on individual needs, educational programming and professional staff excellence.

In this regard, the division strives to:

- enforce university policies and procedures fairly and consistently.
- remove barriers which impede qualified students from pursuing education.
- assess the needs of students, provide appropriate services, and act as an advocate for change on their behalf.

In expressing and implementing the Mission Statement, the division subscribes to the hope and vision that all students will learn and affirm the following principles:

- the value of the community and the role of the individual within the community.
- the value of lifelong education and the implementation of the knowledge, skills and abilities learned.
- the development of informed leaders dedicated to a decision-making process which promotes self-examination, values clarification and ethics.
- an appreciation and respect for diversity and global awareness.
- the value of personal wellness in total development with an understanding of the potential and sanctity of human dignity.
- an appreciation of an individual's role and responsibility in the development of harmony between the environment and its inhabitants.

The division subscribes to the student-athlete concept and abides by the policies of the NCAA Division III by-laws. It is with this firm vision that these goals and principles are folded into the mission of the Division of Student Life as it seeks to positively affect students and shape opinion leaders of the third millennium.

The Division of Student Life consists of the following areas, offices and departments: Athletics, Community Standards, Conference Services, Counseling & Health Services, Diversity & Inclusion, Food Services, Housing and Residence Life, International Student Services, Mission and Ministry, Orientation, and Student Development.

HONOR CODE

La Roche University holds the principles of personal and community integrity in the highest regard. Your admission to La Roche makes you responsible for practicing the La Roche Honor Code. The Honor Code permeates all aspects of life at the University, enabling students, faculty, and staff the freedom to live and work in an open and trusting community. In accepting the Honor Code, students make the following pledge:

- I will respect the dignity of all persons.
- I will strive to develop an understanding of other cultures and to learn from differences in people and ideas.
- I will practice personal and academic integrity, especially as it relates to being honest when taking exams, completing classroom assignments and conducting research.
- I will participate in the life of the campus community in ways which will broaden and enrich my social experiences, and contribute to the life of the community.
- I will respect the rights and property of others.
- I will respect the natural world and learn to manage it with skill and value it as our environment.
- I acknowledge my responsibility to help maintain the integrity of the La Roche Community.

Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and ability of all members of the La Roche Community to live and work together.

STUDENT SERVICES

The Bookstore

The university bookstore is located in the AB Building and sells academic and art materials as well as stationery, personal articles and clothing. The bookstore accepts cash, check, and credit/debit cards.

The bookstore provides all of the books required for university classes. Special orders may be placed with certain conditions established by the bookstore. Textbook purchases will be fully refunded within 7 calendar days from the start of classes or within 2 days if purchased thereafter. During short, interim or summer terms refunds

will be given within seven 7 calendar days from the start of classes or within two 2 days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Any book purchased during the last week of classes or during exams is not fully refundable, but may be sold back at the end of the term during buyback.

Students are cautioned to select texts carefully according to the course number and section as not all sections for a course use the same text. The bookstore does try to provide used textbooks for your classes and will repurchase textbooks from you at buy-back dates whenever there is a need for them. The Bookstore offers textbook rentals on select titles as well. Rental Textbooks just need to be returned by the date established by the Bookstore, which is after finals of each semester. Students should check with the bookstore for details on which books are available for repurchase. The book buy-back occurs during the week of final exams.

Mail Services Department

The procedure established for the issuance of resident student mailbox and keys is very important. All resident students will be issued a mailbox and key for their personal/school mail while living on campus. The mailbox issued to the student will remain the same the entire time they attend La Roche University. Resident students are not permitted to share their mailbox or key with any person for any reason. This is a security violation and the university will be not be responsible if the student violates this policy.

New students will receive their mailbox key on the day of freshman orientation. Returning students who turned in their key, can pick up their key in the mail room during regular business hours. In the event a key is lost and needs to be replaced during the school year, a key replacement may be requested at the mail room. The fee for a replacement key is \$5 and must be paid upon issuance.

Resident student mailboxes are located in the lower level of Wright Library. Mail is placed in the boxes daily Monday through Friday and students can access them at any time. Students are responsible for checking their own mailbox. So that all incoming mail will be received and distributed in an effective and efficient manner, it is imperative that all personal mail and packages to addressed according to university procedure. Mail should be addressed as follows:

Your official school name – no nicknames

La Roche University - #0000 (enter the 4-digit # issued to you)
9000 Babcock Blvd.
Pittsburgh, PA 15237-5808

When packages are received for students they will be placed in the Parcel Pending lockers located in the lower level of Wright Library. Students will receive notification via text/e-mail giving them an access code number at which time they can go to the lockers and pick up their package(s). Please note: medicine or perishable items will not be placed in the lockers. Students receiving such items will be notified via an e-mail and package slip which will be placed in their mailbox. The items will be placed in a secured closet in the mail room to be picked up.

Students may also use the services of the Mail & Printing department when sending mail or packages. Postage rates would be the current USPS rate and must be paid with cash or check. No debit/credit cards can be accepted. The USPS has requested that we inform students that currency should not be enclosed in any mail sent or received. Neither the university or post office is responsible for monies lost in the mail.

In the event a student should move off campus they may request their mail be forwarded by completing a "Forwarding Mail Request" form which is available in the mail room. It is the student's responsibility to submit this request. Note: only first-class mail can be forwarded. If the mail room does not have a forwarding address on file, all mail received will be returned to sender if so noted on the mail piece or held for a period of one month after which it will be shredded.

PUBLIC SAFETY DEPARTMENT

La Roche University complies with the College and University Security Information Act, the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Drug Free Schools and Community Act, and the Crime Awareness and Campus Security Act. The university publishes an informational brochure, which contains security policies; alcohol and drug policies; sexual assault policy; and the campus crime statistics. This brochure is published electronically and can be found at www.laroche.edu/publicsafety.

Public safety officers are available 24-hours a day. There is a Public Safety office located at the University Center Information Desk as well as a substation in Mahler Hall.

To contact the Public Safety Officer on duty, call: 412-536-1111, 412-716-0577, or campus extension 1111.

To contact the Director of Public Safety, call: 412-536-1104, or campus extension 1104.

e2campus Emergency Notification System

The e2campus Emergency Notification System is used to alert the campus community in the event of an emergency situation or other notification. This system was developed to give students timely warning notices regarding situations on campus such as weather delays and/or cancellations or dangerous situations such as active shooter incidents. All students are encouraged to sign up for the e2campus emergency notifications at www.laroche.edu/publicsafety.

Firearms and Weapons

It is the policy of La Roche University to prohibit firearms and weapons on its campus. This prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal or university vehicles or in other personal property or effects even if the owner has a valid permit. It is the duty of any affected person who witnesses the possession, display or use of any weapon to immediately notify the Office of Public Safety.

Definitions:

- Firearms: including but not limited to hand guns, rifles, pistols, and semi-automatic weapons.
- Weapons: including but not limited to bow and arrows, knives, BB and pellet guns, potato and stun guns, martial arts equipment and electronic weapons.
- On Campus: all university buildings and grounds including university and privately owned vehicles parked on campus

Fire Safety

Fire drills

Fire drills are conducted periodically throughout the school year in every building on campus. When the alarm is sounded, everyone is expected to evacuate the building as quickly as possible by the nearest exit. Anyone found remaining in the building after a fire alarm has sounded will automatically be fined \$100. Due to the serious nature of fire, pulling a false alarm, falsely reporting an emergency, and unauthorized use of or tampering with fire safety equipment are all violations of university policy as well as civil codes. Any such violation could possibly result in residence hall dismissal and/or prosecution by the courts.

Fire Pit/Grill Use

The University through the help of the SGA, Student Life, and Student Development has installed a fire pit and a grill to be utilized for student use (grill) or for sanctioned events through clubs and organizations (fire pit). Both amenities must have prior authorization to be used. Authorization forms can be found on the Public Safety Site of the Intranet titled "Request for use of Fire Pit/Request for use of Grill form" or by stopping by the Public Safety or Student Development Office and picking one up.

The Fire pit is a permanent fixture located in the courtyard between the Zappala College Center and the Wright Library. The Fire pit is 30" inches in diameter and fueled by

propane. The Public Safety Department will be able to turn on and off at the start and end of any sanctioned event. The Fire pit may be used between the hours of 8:00pm and 12:00 am.

Use of the Fire Pit must be granted through the Department of Public Safety and Student Development. This form must be filled out completely and turned in with a minimum of 4 days prior to the event taking place.

The grill is a permanent fixture located on the Lawn between Bold Hall and Mahler Hall. The grill is 4 burner grill and fueled by propane. The Public Safety Department will be able to turn on and off at the start and end of any sanctioned use. The grill may be used between the hours of 11:00 am and 11:00 pm.

Rules for use:

- The day of the event the "Responsible" person should contact the Public Safety Department 15-30 minutes prior to the start time to let them know they will need to have the Fire Pit turned on. The Public Safety Officer will hook the propane tank up and light the fire pit. 10-15 minutes prior to the end of the event the "Responsible" person should contact Public Safety to let them know they need the Fire Pit turned off. The Public Safety Officer will turn the Fire Pit off and unhook the propane tank. Public Safety can be reached at: 412-536-1111.
- NO SMOKING in the courtyard.
- A fire extinguisher must be located outside near the fire pit during times of use.
- There should be no other combustible items or debris thrown into the fire pit (paper, wood, etc.).
- The "Responsible" Student may not leave the fire pit unattended while in use. Students who leave a fire pit unattended will be subject to appropriate fines and future disallowed use.
- Students must contact Public Safety to put out the fire and turn off the gas at the conclusion of the event. All material must be cool to the touch.
- If unsafe conditions are observed at the fire site by La Roche Public Safety or staff, the fire will be extinguished. And the event will be over effective immediately.

Please note: Individuals are responsible for damages and injuries that may result from a fire, or its smoke, originating from a fire pit as afforded by law.

Missing Persons Policy

It is the policy of La Roche University to give all resident students* the opportunity to register confidential, personal contact information in the event that the student is determined to be missing for a period of more than 24 hours. At the time of registration, the student shall be notified that the university will notify the appropriate law enforcement agency within 24 hours of a determination that the student is missing.

* While the HEOA specifically applies to resident students, the university adopts the position that when an off-campus/commuter student is believed to be missing, the reporting person should notify local law enforcement authorities and campus public safety. University staff will assist the police with their investigation.

Safety Escort Service

The Public Safety Department provides an escort service for students. The service is available during the hours of darkness, seven days a week, and is an escort to and from any point on campus. An escort service is also available for students requiring transportation on campus and/or Med Express and hospital due to illness or injury. The escort can be arranged by contacting the Public Safety Department.

Snow & Emergency Closing Policy

La Roche University closes or delays opening the campus in the case of extreme weather conditions or a safety emergency. In extreme weather conditions, closing or delaying the opening includes canceling classes and events on campus as well as off-site events and classes.

The procedure above is in effect Monday through Saturday. Events after 5 p.m. on Saturday are the responsibility of the sponsoring organization.

Student IDs

Currently enrolled La Roche University students are issued a La Roche University identification card. The identification card is the only identification recognized by the university for services and privileges such as borrowing library books, cashing checks, using campus facilities and being admitted to university events. Students are REQUIRED to present their university ID or other appropriate forms of identification upon the request of a university official. Identification cards are not transferable and may not be duplicated. Lost identification cards should be reported immediately to the Director of Public Safety and a replacement card obtained for a fee of \$10. Students are expected to return their identification cards to the Public Safety Department when withdrawing from the university. Students will be notified of the dates, times and location where the identification cards can be obtained.

Unmanned Aerial Systems (UAS)

It is the policy of La Roche University to ensure the legal operation of UAS on the La Roche campus, on University controlled property, and/or at University-affiliated event held elsewhere and to ensure the safety and privacy rights of individuals. UAS may be operated on University property for academic, research or public safety activities in accordance with regulations of the Federal Aviation Administration, the Commonwealth of Pennsylvania, and local laws.

Definition

Unmanned Aerial System (UAS): any remotely operated or controlled model aircraft intended to fly within National Air Space without the possibility of direct human intervention from within or on the aircraft. UAS devices are commonly referred to as “drones”.

Procedures

- Operation of UAS on University property must be approved by the Department of Public Safety (DPS) on a form provided by the Department.
- The operator of the UAS must provide the DPS with a copy of certificate of registration, proof of ownership, and a tail number for the UAS.
- Recreations or personal use of UAS on University property is prohibited, even if such use is a permitted “hobby” use under state or federal laws and regulations.
- Requests for UAS operations on University property must be submitted to the DPS at least 5 business days prior to the date of the anticipated flight.
- If approved, UAS operators are then required to confirm they will be flying as scheduled by notifying DPS by phone at least one hour before flight operations.
- Departments that are frequent users of UAS may acquire a standing authorization to fly from DPS; however, the DPA confirm that there are no conflicts with any other known event issues. Notification must still be made to DPS one hour before flight time.
- Users of UAS may be asked to stop the UAS flight or leave University property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or persons on University property.
- Failure to receive permission to operate UAS on the La Roche University campus, on University controlled property, or at University-affiliated event held elsewhere, will result in the immediate confiscation of the UAS.

Vehicles on Campus

The University retains the right to establish the policy governing parking/traffic on campus. The current motor vehicle policy is printed in the Public Safety Department Annual Security/Fire Safety Report, which is available to all students, faculty, staff and prospective students of the university on the intranet and internet.

Jurisdiction

All students and visitors are subject to this policy.

Motor Vehicle Accidents

Accidents occurring on campus must be reported to the Public Safety Department or the public safety officer on duty at the time of the accident.

Parking Policy

The University provides free parking on a first-come, first-serve basis to commuter students, faculty and staff. Resident students are charged a fee of \$100 for parking in residential parking lots. (Fee is subject to change.)

Resident students are permitted to park only in designated parking lots. Anyone displaying a handicap or disabled veteran (DAV) registration plate/placard shall be permitted to park in any handicapped space on campus. Individuals who do not have a handicapped plate or DAV plate/placard but who are requesting handicapped parking must submit to the Director of Public Safety a letter from a physician identifying the handicap and the length of time special designation parking will be required.

- Students are not permitted to park in the Faculty and Staff parking lot, Monday through Friday 7 am to 5 pm.
- Commuter students, faculty and staff are not permitted to park in the residence hall parking lots.
- Additional parking is available behind the Sisters of Divine Providence barn in the lot designated for university parking.
- Visitor parking is available in front of and behind the Kerr Fitness and Sports Center.

PARKING KEY:

Faculty/Staff
Parking



Commuter
Parking Only



Resident
Parking



Visitor/
Overflow
Parking





Commuter Parking

Parking is available between the Kerr Fitness & Sports Center and Wright Library. Overflow parking is located behind the Providence Hall Barn, Behind Kerr Fitness Center, and Athletic Fields. Commuter students are not permitted to park in the residence hall parking lots.

Residence Hall Parking

Each residence hall has a designated parking lot, which does not permit commuter students or employees to park in the residence hall parking lot. Resident students must pay a fee of \$100 for the school year to park in the residence hall lots. Resident lots are utilized on a first-come-first-served basis. Resident students are permitted to park only in the area designated for their use. Overflow parking is located behind the Providence Hall Barn, Behind Kerr Fitness Center, and Athletic Fields. All guests in the residence halls must park in the area between the Kerr Fitness Center and Wright Library. All guests must register their vehicles with the Public Safety Office.

Visitor Parking

Passes for visitor parking will be available through the Public Safety Department. The visitor parking area is in front of and behind the Kerr Fitness and Sports Center.

Traffic/Parking Regulation

- Public safety officers under the Director of Public Safety regulate and enforce the parking and traffic policies.
- A valid parking permit must be displayed at all times. Only one permit is issued per year.
- A replacement fee of \$10.00 will be charged for lost parking permits. The replacement fee is payable at the Student Account's Office in the Zappala College Center.
- Students, faculty and staff operating a motor vehicle on campus must abide by the university motor vehicle regulations and the Pennsylvania Vehicles Law.
- All campus roads are considered to be fire lanes.

Parking Violations

Violators can be ticketed for the following with the applicable fine listed below. Multiple parking violations may be applicable in certain situations:

- blocking walkways/handicapped ramps - \$75.00
- parking in a fire lane - \$75.00
- parking in a loading/unloading area - \$75.00
- parking where prohibited by a sign - \$25.00
- parking in an unauthorized lot - \$25.00

- parking in a reserved or handicapped space - \$100.00
 - parking permit not displayed - \$25.00
 - parking near a yellow curb - \$50.00
 - parking in a space not designated for parking - \$25.00
 - parking in more than one space - \$25.00
- Payment of Fines.

Payment of Fines

Parking fines must be paid within two weeks of the issuance of the ticket at the Student Accounts Office in the Zappala College Center. Transcripts, letters of recommendation, final grades and diplomas will not be released for students with unpaid tickets.

The amount of unpaid parking fines is attached to a student's account until paid. Students with unpaid parking fines may not be permitted to register for classes until parking fines are paid.

Faculty and staff with unpaid fines will be subject to disciplinary action through the Progressive Discipline System.

Review/Appeals Process

All students, faculty and staff may choose to have their parking tickets reviewed by the Parking Ticket Appeals Committee. All appeals must be submitted in writing within 10 business days of issuance and be on an official parking ticket appeals form. This form is available on the Public Safety page of the intranet. The appellant will be notified of the committee's decision via La Roche email. Denied appeals must be paid within ten 10 business days of the notification. If the fine is not paid within ten 10 business days after the denial notification, the fine will be applied to the student's account.

The committee will be comprised of three members: one faculty member, one staff member and one student. The committee will meet monthly to review parking ticket appeals. The decision of the committee is final.

Towing & Vehicle Immobilization

Abandoned vehicles will be towed from campus at the owner's expense. Illegally parked cars may be towed at the owner's expense. Individuals with 3 or more unpaid parking fines may be subject to having his/her vehicle towed at owner's expense.

A vehicle will be subject to towing if it is:

- Parked in marked handicapped spaces without authorization.
- Blocking the roadway or blocking service or emergency vehicle ingress or egress.
- Creating a road hazard or damage to property or grounds.
- Deemed to be abandoned on university property.
- Designated by the university through disciplinary action or hearing process as banned from campus.

Vehicle boots will be used under the following circumstances:

- To immobilize vehicles that Public Safety have been designated as habitual offenders. Habitual offender status is designated after a vehicle has received three citations in a single academic year (from September through August).
- Upon receipt of the fourth and each subsequent citation, whether citations are being appealed.
- To immobilize illegally parked unregistered vehicles to determine ownership.

Vehicle Registration

- All students, must register all motor vehicles operated on campus through the Public Safety Department.
- All students must register during the first two weeks of the academic year during assigned times.

Warning Stickers

The university utilizes florescent orange warning stickers on vehicles for serious violations or repeat offenders prior to a vehicle being subject to towing.

INFORMATION TECHNOLOGY

The Office of Information Technology at La Roche University purchases maintains and manages all information technology resources on campus which support the needs of students, faculty, and staff. In addition, the information technology staff provides a myriad of services to members of the university community including, but not limited to, training and development, departmental/course-based technology planning, and day to day operational and technical assistance. For a current listing of Office of Information Technology resources and hours of operation, students are urged to visit the Technology tab in My La Roche at <https://my.laroche.edu>.

Network and Email Accounts

All students are provided a network user account. The services provided through this account are access to academic computer labs, Canvas, My.Laroche, Starfish, library resources, printing, and the wireless network. A separate La Roche Google Apps account, which includes Gmail, is also provided.

Each student receives their Microsoft365 Account and their Network Account information shortly after they enroll at the University.

- Each student is responsible for his/her logins and passwords. All computer use that occurs under those accounts is also the responsibility of the student.
- Usernames and passwords must be confidential.
- Never give your login or password or other personal information to anyone soliciting such information over the phone or by email. La Roche University will NEVER send an email requesting login or password or other personal information.
- The sharing of user accounts is prohibited.
- Each user must have a personal login.
- At no times should a person be logged into a system as a user other than himself or herself.
- All new student requests for accounts should be directed to the Office of Information Technology.
- User Accounts will become locked should the incorrect password be entered 7 times consecutively within a span of 10 minutes. The account will automatically become unlocked again after 10 minutes.
- Network and email accounts are available to students for as long as they are enrolled and registered for classes and for at least 3 months following graduation; accounts are disabled if a student withdraws or is no longer registered for classes.

Student Password Management

Should a student forget his or her password, they should follow this procedure to change their password:

- The student will first attempt to use the password management/forgot my password feature of the system that they are attempting to access. For Canvas, Starfish, e-mail, or the La Roche network, use the "forgot my password" feature at <https://mylaroche.edu>.
- If the automated password management feature does not work, the student will go in person, if possible, to the Student Help Desk where an authorized employee will be able to provide assistance.
- If the student is not able to appear in person due to distance or some other reason, the student should contact the Student Help Desk via telephone at 412-847-2300.

- If the student uses a method other than physical presence or telephone to contact the university, the employee receiving the contact should refer the student to the Student Help Desk and advise the student to comply with the above.
- The Student Help Desk will request some type of photo identification.
- If a photo ID is not available, the Student Help Desk employee will access the student's records and verify identity via last four digits of the student's Social Security Number, plus one or more of the following: home address of record with the university, home phone number of record with the university, or date of birth.
- If the Student Help Desk employee is satisfied that the person requesting the change is in fact the student, they may reset the password. If the Student Help Desk employee is not satisfied, they may change the password and send the new password to the student's address of record via the U.S. Postal Service.
- The Student Help Desk employee will at no time volunteer any student information to the person requesting the change.
- Employees in the La Roche University Information Technology Department may act as an alternate contact when the Student Help Desk is unable or unavailable to provide assistance to the student.
- The Student Help Desk and the Information Technology Department will jointly work together to verify consistent application of student identity verification procedures.

Residence Halls

All Residence Hall students have access to wireless internet through Xfinity. More details about this service can be found in the Office of Housing and Residence Life section of the student handbook.

Student Help Desk

Technical assistance is available to students who need help with basic user administration, navigation, and computer functions. Support is provided for password/login issues, La Roche Email, La Roche network connections, My.LaRoche, and Canvas. The student help desk may offer guidance for student computer problems, but will not perform hands-on work to repair a student-owned computer. The Student Help Desk is located in Wright Library. Contact information can be found in My.LaRoche on the Technology tab.

General Policies

Online computer networks may only be used in accordance with applicable university policies and only for lawful purposes. Any conduct that violates university policies or applicable law is not permitted, and any student guilty of such conduct will be subject to disciplinary action and/or legal prosecution. This includes posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or religiously demeaning, threatening or otherwise objectionable material of any kind. Transmission of offensive graphic files or sexually explicit images or any other content, which is deemed

offensive, is strictly prohibited. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is strictly prohibited and may result in disciplinary action by the University as well as civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Privileges

The use of the network and Internet resources provided by La Roche University is a privilege. Inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or legal prosecution. The System Administrator(s) of the Office of Information Technology will deem what is inappropriate. The System Administrator(s) may close an account at any time as required. The administration, faculty and staff of La Roche University may request the System Administrator(s) to deny, revoke or suspend specific user accounts.

Academic Computing Resources

The Office of Information Technology provides a variety of resources for use exclusively in achieving the academic goals of the university and students. These include, but are not limited to, academic classrooms and computer labs, Wright Library resources, the digital video editing studio, the digital photography lab, Writing Center resources, and any computers provided by the university which are publicly accessible to students, etc. These resources are intended for academic purposes and at no time are to be used for recreational or entertainment purposes.

Academic Computing Labs

- Academic computer labs are managed and monitored by a Lab Supervisor of the Office of Information Technology.
- Use of such labs is restricted to students currently enrolled at La Roche University. Any exceptions must be pre-approved by the Chief Information Officer.
- Use of such labs is restricted to academic purposes. Recreational web surfing, chatting, instant messaging, and listening/viewing recreational Internet audio/video content is strictly prohibited.
- Alteration of academic lab computers by students is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.
- Food and drink are not permitted in academic computer labs.
- Disabling, or attempting to disable security and/or monitoring software/hardware is strictly forbidden.
- The Office of Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in these labs.
- Booting a La Roche computer from any form of removable media is strictly forbidden.
- Abusive language, excessive noise or any other inappropriate or disruptive behavior is not permitted in the labs.

Print Quotas

- La Roche University utilizes a print quota system to ensure that all students will have adequate access to computer printing services, while also protecting against abuse of printing privileges. Students may print to printers located in the campus computer labs, the Huber Academic Center hallway, Palumbo Science Center 2nd floor, and Wright Library. Students in most majors are allotted \$50 per semester for printing; students majoring in a design program are allotted \$60 per semester for printing.
- Students who exceed the initial allotment may purchase additional print credits at the Student Accounts counter in the Registrar's office.
- Complete information of the print quota system and how to print to campus printers can be found in the Technology tab in My.LaRoche.

Wright Library Resources

- Wright Library computer resources are managed and monitored by the Office of Information Technology in conjunction with the Director of Wright Library.
- Wright Library resources are restricted to academic purposes and to research of an academic nature.
- Alteration of library computers is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.

- Food and drink are not permitted in the library.
- Disabling, or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
- Booting a Wright Library computer from any form of removable media is strictly forbidden.
- The Office of Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in the library computers.

Wireless Networks

- Wireless networking resources are available in most campus locations.
- The wireless networking resources may only be used by authorized students and only for academic purposes.
- Wireless network cards must be supplied by the student.
- Student computers must have approved and up-to-date antivirus software installed in order to access the wireless network.

Writing Center Resources

- Writing Center resources are managed and monitored by the Office of Information Technology in conjunction with the Director of the Writing Center.
- Writing Center resources are available only to students currently enrolled at La Roche University. Any exceptions must be previously approved by the Director of the Writing Center.
- Writing Center resources are restricted to academic purposes.
- Alteration of such computers by students is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network settings, etc.
- Food and drink are not permitted in the Writing Center.
- Disabling, or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
- The Office of Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in the Writing Center computers.

Network Resources

The Office of Information Technology manages and maintains network resources relevant to the university's private network as well as the Internet and student email accounts. These resources include Internet servers, network servers, network/Internet hardware and software, wireless networks and wiring, and email services from Microsoft.

Unauthorized Access

Use of the university's network is strictly limited to students who are currently enrolled, and who have valid user accounts that are in good standing with the Office of Information Technology.

- Any unauthorized attempt to gain access, whether electronic or physical, to the network/Internet resources of La Roche University is strictly prohibited.
- Any unauthorized attempt to gain access to network/Internet resources of entities outside of La Roche University is strictly prohibited.
- Any unauthorized attempt to alter any web sites of La Roche University is strictly prohibited.
- If a student should unintentionally gain access to resources for which he/she should not have access, the student must log out immediately, then report the incident immediately to the Office of Information Technology.

Netiquette

- Transmission of ANY material(s) in violation of United States, state, or local regulation is prohibited.
- Transmission of copyrighted material, threatening or obscene material or material protected by trade secret is prohibited. Use for advertisement of products or services, or for political lobbying is also prohibited.
- Disruption of the network/Internet is prohibited. This includes, but is not limited to, bandwidth hogging, chain letters, unnecessary group/bulk mailings, etc.
- Electronic mail is not guaranteed to be private. System Administrators have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.
- Use of inappropriate language is prohibited. This includes, but is not limited to, racial and ethnic slurs, and language that is profane, obscene, or threatening in nature.
- Transmission of personal home addresses, phone numbers, etc. is prohibited.
- Transmission of personal information regarding other students, staff, and faculty is strictly prohibited.

Students are reminded that pictures and information posted on the internet via services on social media outlets including but not limited to Facebook, Instagram, and Twitter are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the University and which reasonably suggest that behavior violating University policy has taken place, on campus or at a University-sponsored function off-campus, is subject to further investigation and verification by the University. Any University policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the University.

Warranties

- La Roche University makes no warranties of any kind, whether expressed or implied, for the services it is providing.
- The university will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions.
- Use of any information obtained via the La Roche University network and Internet resources is at your own risk.
- La Roche University specifically denies any responsibility for the accuracy of information obtained through its services.

Offenses and Disciplinary Action

Offenses may be turned over to the university's student code of conduct system that may result in further disciplinary action.

Minor Violations

- The first offense will result in a written warning, which will be kept on file by the Office of Information Technology for future reference.
- The second offense will result in a one-week suspension of the user's account.
- Further offenses will result in disciplinary action including, but not limited to, indefinite suspension of the user's account, fines, etc. pending review.

Major Violations

- Major offenses will be handled on a case-by-case basis. The disciplinary action for such offenses will range from suspension of the user account to criminal prosecution.

Additional Computer Lab Information

Specific and up-to-date information related to the computer labs not contained herein can be found on the La Roche University Intranet at <https://intranet.laroche.edu/InformationTechnology/>. Questions or comments about the computer labs can be addressed to the Chief Information Officer, via e-mail to it@laroche.edu.

Employment and Work-study Opportunities

Each semester, the Student Help Desk hires a number of student technology associates who provide invaluable assistance with regard to student technical support. For further information on these job opportunities, contact the Office of Information Technology.

OFFICE OF STUDENT ACCOUNTS

The Office of Student Accounts is the central billing and collection point for La Roche University. The department is responsible for managing the University's billing, collecting, refunding, and cashing functions. This information will assist you in understanding some key points of your student account at La Roche University. Your student account reflects all financial aid, charges and payments for tuition, fees, housing and meals.

Please remember that your La Roche University email account is considered to be an official form of correspondence from the Office of Student Accounts. Students are responsible for all information sent via email. Please check it regularly!

La Roche University has partnered with Transact CASHNet Payments to provide students and their families with easy, convenient, and secure ways to manage their finances. Through the My.LaRoche portal, students can access their personal information regarding their student account balance as well as information concerning financial aid. Plus, you can sign up for a payment plan, pay by E-Check or credit card, or enroll in ERefund anytime! Please contact the Office of Student Accounts anytime with questions or concerns at 412-536-1030 or studentaccounts@laroche.edu.

MyLaRoche Instructions

- Log-on to My.LaRoche.edu
- Use your La Roche network username and password to log-in
Returning students can obtain this information from the IT Help Desk.
Students will receive this information via mail before the semester's start.
- Click on the "Billing and Aid" Tab.
- Click on "Go to CASHNet" - to view your semester balances in real time.
- Online Payments
Credit cards (Visa, MC, Discover, or American Express) have a service fee for use. This includes debit cards.
ACH/Checking Account payments will also be charged a service fee.
- E-Refund – have your credit balance direct deposited

- Parent Pin Access (student must enroll parent) - gives your parent/guardian access to your CashNet account without them needing your my.laroche.edu logins.
- E-Bills and Statements
 - E-bills are snapshots of your account on a specific date and time.
 - You are responsible for viewing each e-bill and addressing any issues.
- Payment Plans
 - 4 month plans for Fall and Spring semesters
 - Must enroll each semester by tuition deadline (no rollover)
 - \$25.00 enrollment fee is required each semester
 - Auto-Pay is available
- Saved Accounts
 - Save checking/saving account/credit information for future use
 - Able to use this to update/add/delete your payment information

Payment Options

La Roche University is committed to assisting students in formulating a complete financial plan for the payment of their educational expenses.

As a La Roche University student, you have several options available to you when it comes to paying for your education. Payment arrangements for student account balances in excess of financial aid awards must be made using one of the following methods:

Cash or Check Payments

You may make payments by cash or check in person at La Roche University. Payments can be made in person at the cashier's window: Zappala College Center, Room 204, Monday through Friday, 9:00 am to 3:30 pm. Checks should be made payable to La Roche University. Please include your student ID number on the check.

Internet ACH Payment (ECheck) is a secure method for paying your bill online. To make an electronic check payment, log into your My.Laroche account. A service fee is charged for this option. Make sure you follow the instructions very carefully and input your bank's routing number and your account number (checking or savings account). DO NOT use your debit card number.

Credit Card Payments

Credit card payments are accepted and processed by SmartPay, a third party processor, operating under agreement with LaRoche University to process electronic payments on your behalf. A service charge will be added to the total payment. Discover, MasterCard, Visa and American Express, are accepted. Using credit cards for the payment of tuition will only be accepted online and not in the Office of Student Accounts.

Please Note: All web payment transactions completed after 6:00 pm EST will be effective the following business day.

Payment Plan Information

La Roche University offers a payment plan that allows you to divide tuition and other expenses not covered by financial aid into smaller monthly payments. Through this payment plan, you may set up a plan that allows you to spread your payments over four months for each semester. In order to avoid registration cancellation, you must enroll in a payment plan prior to the tuition due date each semester. If you need help calculating your budget, a representative from La Roche University's Office of Student Accounts will assist you.

Payments for fall semester are due September, October, November and December 10th. Spring payment plans are due January, February, March and April 10th.

Outside Payment Policies

Tuition Reimbursement

Many employers reimburse students based on satisfactory completion of the course work for a given semester. The employer requires that the students submit their grades and usually a copy of the students' tuition bill and receipt (or cancelled check) before reimbursing them. A completed Verification of Benefits Form, signed by the student's Human Resources department, is required of all students who obtain tuition reimbursement. Tuition payment will be due 30 days from the date the previous semester's grades are made available by La Roche. A tuition reimbursement form must be filled out every semester and submitted to the office by the tuition date. To obtain a copy of this form, please call 412-536-1030 or look under Student Forms in the MyLaRoche portal.

Third-Party Billing

Some companies and government agencies pay their students/employees' tuition directly to La Roche. In order to ensure that this happens properly each semester, the Office of Student Accounts must receive authorization from the third party for a student's tuition and/or fees on company letterhead by the tuition due date. Please note that this process does not automatically renew each semester. Student Accounts requires authorization every semester that classes are taken.

Important information regarding tuition reimbursement and third party billing

Payment of tuition and fees is the responsibility of the student. In the event the sponsor does not make full payment, all charges and late fees will be the responsibility of the student.

Invoices and Current Student Account Status

It is very important to understand that La Roche will send each student ONE paper bill at the beginning of each semester. You will NOT be mailed additional bills for adjustments or corrections. A student can log in to the My.Laroche portal to view updated eBills. It is important to check your La Roche email account often. Not viewing your eBill does not eliminate your responsibility to pay. In order for your registration to remain valid, your student account balance must be paid in full, be included in a payment plan, or be covered by a current loan application. If you do not have financing in place by the due date, the University will be forced to void your registration. Your name will not appear on the final class rosters. If your registration is cancelled, you will have until the last day of add/drop to obtain financing and request reinstatement, pay a \$75 reinstatement fee, and re-register for your classes (choosing only from those classes that are available at that time). If you receive a registration cancellation notification letter, please call the Student Accounts Office immediately at 412-536-1030.

Health Insurance

Health insurance is mandatory for all students. If you are waiving your eligibility for the school-sponsored plan, you will need information from your health insurance card to complete the waiver process on the website.

The “waive period” ends on September 15th for the fall semester. Coverage will be from August 1st through July 31st. For brand new spring semester students, the “waive period” ends on February 15th, and coverage will be from January 1 through July 31st.

To waive out of the student health insurance, please go to: www.QMServicesinc.com and follow the instructions to enroll or waive. If any questions or issues arise online, please call 1-800-273-1715 ext. 2 or e-mail university@qmservicesinc.com.

- ID: Student’s last name first initial entered without spaces. Example: enter John Smith as smithj .
- Password: Last 5 digits of your La Roche Student ID. Example: ID #123456 enter 23456.

Late Charges and Holds

The student is responsible for ensuring all La Roche University charges are paid or covered with financial aid by the tuition due date each semester. A financial registration

hold will be posted to students with delinquent accounts of \$50 or more. An account is considered delinquent if invoice charges are not paid by the tuition due date. Students will not be permitted to register for courses and academic records (transcripts and diplomas) will be withheld until the financial registration hold is released. Your account will accrue a late fee of 1.5% per month if it is not paid by the posted due date. Should it be necessary, you will be responsible for the cost of collection, all attorneys' fees and all charges necessary for the collection of the amount not paid to La Roche University.

Refunds

Students can enroll in e-refund to get refund checks directly deposited into their checking/savings accounts. To enroll, just follow the My.Laroche.edu instructions and choose "enroll in e-refund." Students who are not enrolled in e-refund will have a paper check mailed to the permanent address listed in My LaRoche. Refunds are processed in 10-15 business days after the account is in a credit balance.

Withdrawal/Dropping a Class

If you are withdrawing from school or dropping a class, you must follow the procedures set forth by the Office of the Registrar. Non-attendance or informing staff/faculty does not constitute withdrawal from a class. Only those who have officially withdrawn will have their accounts credited. Additional information may be obtained by calling the Office of the Registrar at 412-536-1080 or 412-536-1083. If your name does not appear on the instructor's roster, it indicates that you are not officially registered for the class or are in the wrong section and should contact the Office of the Registrar. Students who withdraw from a class should contact the Financial Aid Office and the Office of Student Accounts to determine any financial impact.

Please see the Student Billing Guide for complete Office of Student Account Policies

Student Accounts Office | Zappala College Center, Room 204 | 9000 Babcock Boulevard | Pittsburgh, PA 15237
412-536-1030 | (Fax) 412-536-1075 | studentaccounts@laroche.edu

Fall tuition is due August 10th.

Spring tuition is due December 10th.

Summer tuition is due May 10th.

DIVISION OF STUDENT LIFE

The Division of Student Life is responsible for providing leadership in the lives of La Roche students. The Division of Student Life consists of the following areas, offices and departments: Athletics, Community Standards, Conference Services, Counseling & Health Services, Diversity & Inclusion, Food Services, Housing and Residence Life, International Student Services, Mission and Ministry, Orientation, and Student Development.

The office staff assists students with their day-to-day concerns and serves as a major resource for information. Programs coordinated through the office include student publications, student health insurance, and student development services.

The Center for Student Development

The Center for Student Development is located in the Zappala College Center – Room 103. The Center is responsible for coordinating social, cultural, leadership and recreational programs and activities. This department offers the opportunity for student leadership and growth through student government, La Roche Activities Forum (LAF), The Courier student newspaper, and numerous other student organizations. There are a variety of student organizations to meet the diversity of the University community's interests. Student involvement in planning, implementation and participation are an integral part of student life at La Roche. Given that student involvement is a priority at La Roche, the following policies and procedures must be followed by all students and student organizations.

Student Government Association

The Student Government Association (SGA) is a legislative body of the University and acts as a liaison for the students to the administration and faculty of the university. The government is currently comprised of an executive council which includes: a President, Executive Vice President, Judicial Affairs Vice President, Academic Vice President, Secretary, Public Relations and Vice President for Finance. In addition, there are boards which represent the concerns of students in various areas of student life. These boards (each chaired by an elected chairperson) include: Activities, Graduate Students, Commuter Students, Multicultural Students, Clubs and Organizations, Publications, Resident Students and Intramural. The government's office is located in the Center for Student Development. Government members may be reached through mailboxes in the Center for Student Development or the SGA website.

As a legislative body of the University, the key role of SGA is expressing student opinions, concerns, or needs to the University administration for consideration. In addition, the government has the power to initiate proposals for academic programs. A complete set of bylaws is available upon request.

Student Organizations

La Roche University SGA can grant recognition to student organizations whose stated purpose is consistent with the goals and mission of the university and comply with local, state and federal laws. Recognition does not imply endorsement but merely recognition of the students' desire to form special interest groups on campus.

All student organizations must obtain recognition by submitting an application to the Student Government. Applications, procedures and guidelines are obtained from the Center for Student Development, ZCC 103.

All organizations must meet certain requirements in order to obtain and maintain approval. This includes:

- membership criteria
- non-discrimination laws
- university advisors
- current constitution on file in the Center for Student Development
- participation in University events
- annual report including financial information
- adherence to the organizational publications code
- adherence to University regulations and policies

Recognized organizations are entitled to certain privileges which include: reserving space in University facilities, utilization of University equipment and services, application for funding from Student Government, fund-raising, use of organization rooms, mail services, advising and support services from the Center for Student Development, possible assistance to the Media Relations Office, and the right to distribute and post organizational literature (within established policies and procedures).

Contracts

No student may individually negotiate or sign a contract in the name of La Roche University. The Director of Student Development signs all contractual agreements related to student activities.

Fundraising, sales, and solicitation

Fund-raising and solicitation policies have been adopted to protect the privacy of students and employees as well as to maintain congenial relationships with the community

in general. Sales and solicitation campaigns that are potentially bothersome due to continual solicitation may not only reduce the effectiveness of the campaign but also lessen the image of the University in the long term.

On-Campus Sales or Solicitation

Approval is required for all on campus sales. A permit for sales can be obtained from the Center for Student Development, located in ZCC 103. Requests for such approvals must be submitted at least seven days prior to the event. Once approval is obtained, additional permission is needed to solicit in the residence halls. This may be obtained from the Office of Residence Life.

Off-Campus Solicitation

Approval must be obtained from the Center for Student Development and then submitted to the Office of University Activities for final approval. Please allow ten (10) days for processing.

Publicity

Off Campus

Publicity (news releases, posters, fliers, etc.) being distributed off campus promoting La Roche University activities and special events must be approved and released by the Marketing and Media Relations Office.

On Campus

Due to limited space for posting fliers, posters, banners, etc., the university reserves the right to monitor bulletin board areas and to deny access or remove material that is outdated or nonessential. Materials may not be posted on areas other than bulletin boards. Any materials on easel or larger promotional items must also be pre-approved through the Center for Student Development. Banners may be hung, but must be coordinated with the Director or Assistant Director of Student Development.

Student organizations whose written materials comply with the student publications code must bring their fliers, posters, etc. to the Center for Student Development prior to posting. Fliers must be on bulletin boards. Posting of materials on walls is prohibited.

All student organizations must comply with the publications code when posting notices/fliers on campus.

- Name of organization must appear on all publicity material and publications.

- Compliance with the 1978 Copyright Act.
- Written material may not include expressions that are considered obscene or libelous according to current legal definition.
- Written material may not interfere with the stated mission of the university.
- Compliance with university distribution policies and procedures.
- In accordance with state law advertising, the advertising of alcoholic beverages is strictly prohibited.
- Approval must be obtained from the Center for Student Development, CC 114, prior to posting notices/fliers and the Media and Marketing Relations Office prior to printing.

Space and Scheduling

Indoor and outdoor space may be reserved for special functions sponsored by student organizations. All space reservations for residence hall facilities should be directed to the Director of Housing and Residence Life. Requests for space (both classroom and non-classroom) should be directed to the Student Life Office at ZCC 200 or through the online reservation system. It is necessary to register all events.

Orientation Services

Prior to beginning their studies at La Roche University, all new students are required to attend an orientation program. The primary purpose of orientation is to ease in the transition to La Roche.

- University and to aid new students during the adjustment period. Therefore, the orientation program has the following specific objectives:
 - explain to students and their parents the general and specific educational requirements for programs at the University
 - work with students on how to get the most out of the programs to fit their personal needs
 - help students examine their interests, abilities, values and limitations
 - familiarize all new students with the La Roche campus
 - provide opportunities for students to meet each other and become involved in the campus community

Transportation Services

The Center for Student Development has coordinated bi-weekly van trips for students to local shopping plazas. The van will only go to specified locations in a five (5) mile radius of the La Roche University Campus. Space is limited on these bi-weekly van trips, you must sign-up in the Center for Student Development which is located in the Zappala College Center 103.

The Center for Student Development will not provide transportation to the Pittsburgh International Airport, Amtrak Train Station, Greyhound Bus Terminal or any other means of transportation for students leaving for any university breaks. Any student wishing to become certified to drive a University-owned van must be Van Certified. To do so, please contact the Department of Public Safety.

Food Services

Dining services are available to serve all students, staff, and faculty and is located on the lower level of the College Center.

Student Meal Plans

All residential students are required to purchase a meal plan for the year. Commuter students are able to purchase meal plans by the semester, or use a Hawk Dollar Debit Plan. All freshmen are required to be on the Redhawk Plan.

Plan	Meals/Week	Hawk Dollars/Semester
Red Hawk	19	\$120
Providence	6	\$580
Ketteler	10	\$175

All plans run on a Monday through Sunday week. One meal is one breakfast, brunch, lunch, light fare, or dinner in the Dining Hall. Only paying patrons may enter the Dining Hall. Once you run out of meals, you may purchase more with your Hawk Dollars. You may also use Hawk Dollars for purchases in Redhawk Café and The Nest. Any unused meals or Hawk Dollars expire at the end of each semester.

Meal plans are nontransferable, meaning that they may only be used by the student for whom they were purchased. Using someone else's ID or allowing someone else to use your ID is a violation of the La Roche Code of Conduct. All violations will result in appropriate judicial action.

Guests

Guests are welcome in the dining hall on campus and may be treated to a meal using Hawk Dollars or cash. Swipes on the meal plan are non-transferable and may not be used to host guests in the dining hall.

Student ID

Your university ID card functions as a meal card and a Hawk Dollar debit card. If your card is lost or stolen, immediately contact Department of Public Safety at: 412-536-1176.

Dining Hall vs. the Café

The Dining Hall is an all-you-care-to-eat, buffet style, dine-in venue that serves a variety of foods. Guests are charged for a meal each time they enter. To re-enter, they must pay for another meal.

Redhawk Café is a to-go venue that serves made-to-order burgers, pizzas, and salads. Students can place their orders on a kiosk, or they can choose from a selection of prepackaged items. Students are also able to place orders for pickup using the Touch of SAGE mobile app.

Touch of SAGE mobile app

If you are not in the dining hall or café, the free Touch of SAGE mobile app is available on iOS and Android systems. The SAGE mobile app has all of the information present on the online menu & the ability to view:

- Daily menu
- Favorite and recommended menu items
- Custom allergen profile
- School-specific event dates
- Feedback on menu items

Food Restrictions and Allergies

You can enjoy a safe, delicious meal no matter what. SAGE Dietitians identify common food allergens and restrictions, and then customize a menu to meet those needs. We encourage you to use the Touch of SAGE® Mobile App to filter out foods containing certain allergens, and to speak with the SAGE team to address any specific needs. For assistance with food choices, ask to speak with the General Manager at 412.536.1131.

Reusable To-Go Container Program

The LRU Go Green Reusable To-Go Container Program allows guests to use Eco-Takeouts® containers to take one meal from the Dining Hall. Residents receive one container with their meal plan. Please stop by the Dining Hall for details.

Hugs from Home

SAGE Dining Services is proud to offer parents, grandparents, and friends a quick, inexpensive, and convenient way to show love, support, and caring thoughts for your student away from home. Ideal for exams, holidays, birthdays, or just to say “I love you and I know you can do it.”

For more information or to place an order, e-mail catering@laroche.edu. Be sure to include the student’s name, date of pick-up, and your personal message.

Outside Food Sales and Catering

Food and refreshments may only be sold on campus through SAGE, the University’s contracted food service provider, with the exception of pre-approved bake sales. All catering on campus is also required to go through SAGE. If SAGE is unable to provide services, arrangements may be made through the Student Life Office to allow another vendor provide services.

COUNSELING & HEALTH SERVICES

La Roche University Counseling and Health Services mission is to aid in the emotional, social, and psychological development of our students. We support mental health and wellness to ensure students can reach their personal and academic goals. The Counseling and Health Services department is an inclusive and supportive environment that promotes individual growth for all students at La Roche University to empower them to become life-long learners. We are committed to meeting the growing physical, psychological, and behavioral needs of LRU students by providing person centered treatment in a welcoming and inclusive environment.

LRU Counseling and Health Services primary goal is to support the well-being of currently enrolled La Roche students with high quality, readily accessible health care, using in-person and telehealth modalities when necessary. We adhere to best practices; as well as legal and ethical standards within our respective fields. We utilize evidence-based interventions to serve La Roche students. We work in collaboration with campus partners and community partners to create and maintain a supportive, professional, and healthy work environment for our students and staff.

Counseling Services

Currently enrolled students at La Roche are able to access free and confidential Counseling Services by calling 412-847-2506 or emailing counselingservices@laroche.edu to request an initial appointment (i.e. triage appointment) during which a brief assessment will be conducted to determine the presenting concern and make an appropriate

recommendation. Recommendations may include but are not limited to individual and/or group counseling, medical appointment, and/or referral to campus partner or community partner.

Once a student request services, staff will get a student's La Roche email address, current phone number, and inform them of the procedure to complete required paperwork which includes Informed Consent to Care for Counseling and Health Services LRU, Scope of Practice, and Notice of Privacy Practices as well as Emergency/Crisis Resources documents for their information. Counseling staff may wish to send additional paperwork to students as they see necessary. If a student does not complete their paperwork before their first appointment it may be rescheduled based on the provider's discretion and availability. The only exception to the paperwork requirement for the first appointment is health emergencies and the paperwork should be complete as soon as possible thereafter. All students should complete once per academic year.

Enrolled students can request time-sensitive or walk-in appointments to be with the first available provider on a first come, first serve basis. Drop-in services will be offered in-person on the provider's availability. Currently enrolled students may also be referred to Counseling and Health Services by a third party such as a professor, campus official, residence life, staff, etc.

Scope of Practice

As a small counseling located on a university campus, we recognize we are not able to provide every aspect of health care that a student may request/need and must clearly define our scope of practice, which all students are asked to clearly review at the start of their initial appointment. Please review and become well-verse in our Scope of Practice Statement.

Treatment varies according to each students' goals and treatment plan as agreed to by the provider and the student. Practitioners work to provide evidence-based treatment using best clinical practices to facilitate adjustment and functioning, successful academic performance, and symptom relief as soon as possible. Referral to services in the community can be arranged for long-term or intensive treatment plans, needs that are beyond the scope of our practice, or for students leaving the campus community. Services are available to students who are within the scope of practice and are currently enrolled at La Roche University for at least one credit. Students who graduate are eligible for drop in services or follow up services on a limited bases to help facilitate continuity of care, and transfer of care to a community provider.

We provide short-term, goal-focused therapy. If you regularly receive counseling in your home community, our recommendation is that you continue services with that provider. Specialized, or intensive clinical services that require more than our short-term, goal-focused therapy that is outside the scope of our services. Should you desire such services, we recommend receiving care from a mental health specialist in the greater Pittsburgh community.

We assist students who are experiencing concerns and needs that are interfering with their ability to be successful in school and/or with their individual personal growth, functioning and adjustment. Our objective is to facilitate adaptation, adjustment and resilient functioning in order to enable the student to continue enrollment in college and to pursue academic, career and personal success with minimal disruption or delay.

Once students complete the triage process, they will be offered an intervention or treatment plan designed to utilize Counseling and Health Services, campus resources, and/or community resources to address the student's needs according to best practices, recognizing that our mission to help students meet their educational goals. When goals are met, treatment should be re-evaluated and terminated as appropriate. A course of individual treatment should be re-evaluated each semester due to the semester at a time nature of a college students' life and academic breaks built into the calendar year that prevent year-round treatment. If a student chooses to return, the student should schedule with the previous therapist/provider if available.

Health Services

La Roche University contracts with an outside Urgent Care Clinic to provide health services to students. Our Public Safety Officers will transport enrolled students to and from appointments if necessary. Students must use their student ID for care. Please see the website for more specific information about location, hours of operation, and services that are covered.

Health Insurance

Health insurance is mandatory for all students. Students must provide proof of health insurance or enroll in a student health insurance program through La Roche. Information is sent to students at the beginning of the academic year. See details under student accounts

Immunization Policy

La Roche University requires all resident students and all students in the Health Science Field to have immunizations that are consistent with the guidelines promulgated by the PA Department of Health. The following is a list of all requirements.

Rubella (German Measles): Students born after 1956 should have at least one dose of rubella vaccine given on or after the first birthday, or laboratory evidence of immunity. MMR, MR or single antigen rubella vaccine is acceptable.

Measles (Rubeola): Students born after 1956 should have two doses of measles vaccine given on or before the first birthday. The two doses must be separated by at least one

month. MMR vaccine is preferable; however, MR or single antigen measles vaccine is acceptable. Laboratory evidence of measles immunity is acceptable.

Mumps: Students born after 1956 should have at least one dose of mumps vaccine given on or after the first birthday. Mumps vaccine is included in the MMR vaccine.

Tetanus/Diphtheria: Completion of the primary series of DPT, DT, or Td, and a booster dose within the past ten years.

Hepatitis B: Begun or have completed the hepatitis B vaccine series (3 doses). Laboratory evidence of hepatitis B immunity is acceptable.

Varicella: Two properly spaced doses of varicella vaccine, laboratory evidence of immunity, or reliable history of varicella.

Meningococcal: All students residing in university housing are required to have at least one dose of the meningococcal vaccine or a signed waiver declining the vaccine after being given literature on the vaccine and the disease.

Penalty: Any student who is in noncompliance will be denied housing on campus or enrollment/registration in the Health Science Field.

Exemption: Exemption to the immunization requirement can be granted to a student who provides a letter signed by a licensed physician stating that for medical reasons the student should not or need not receive a vaccine.

Counseling Services

La Roche Counseling and Health Services utilizes a semester-at-a time, short-term, goal-focused model to support students achieve their needs and personal goals. Services within this framework include but are not limited to: initial and on-going assessment to determine the appropriate level of care/service; group and individual counseling; outreach and referral services. Counseling services are offered in person and via telehealth when necessary.

Psychiatric Services

La Roche Counseling and Health Services is committed to providing the highest quality care available which includes 10 hours (8 with students and 2 with staff) a month of psychiatric services from Child and Adolescent Psychiatric Services. These hours adjust as needed in summer session. Psychiatric services will not take on new clients in the summer. Students maintain ongoing therapy with medication management for best results. Appointments are at no cost to the student, however if the student does not show

for their appointment they will be charged \$50.00 and future appointments may not be available.

Student of Concern Program

Students, faculty and staff play an invaluable role in helping students who are in distress. Your expression of interest, concern and compassion is an important factor toward a student seeking assistance. Our Public Safety Office, the Office of Accessibility Services and other administrators are ready to assist you and any student in need.

If you have an emergency or require immediate help, call Public Safety at 412-536-1111. A crisis exists whenever a person's behavior possesses imminent danger of: Causing harm to self and/or others.

- Impeding lawful activities of other members of the campus community.
- Causing property damage.
- Interfering with the health, safety or well-being of other members of the La Roche community.
- Experiencing a health emergency.

If you are ever unsure, call Public Safety for assistance. If the situation does not need immediate attention, but you are concerned about a student's behavior, contact Colleen Ruefle, Dean of Students, at ext. 1069 or colleen.ruefle@laroche.edu. You may also contact Erin Dorsch, Director of Counseling Services, at ext. 2506 or erin.dorsch@laroche.edu. Ms. Ruefle and Ms. Dorsch will respond by gathering more information, contacting appropriate individuals and determining the best way to follow up with the information.

Referrals to the Dean of Students may include but are not limited to:

- Students who may experience serious difficulties that interfere with classroom success.
- Students who exhibit a poor attitude or behaviors that warrant concern and/or whose behavior affects classroom decorum or the rights of other students.
- Students who have a personal or family concern that may interfere with their classes.
- Students who may benefit from campus or community referrals or resources.
- Students who may experience serious difficulties.
- Students who make indirect statements expressing intent to harm themselves or others.

If you are unsure or uncomfortable, please do not hesitate to call.

The purpose of the Student Concern Advisory Committee is to effectively respond to the concerns of individual students. The goal of the committee is to intervene before the student reaches a crisis level. The group comprises representatives from campus offices that have frequent and direct access to students. With input from group members, the committee will make an effort to ensure that students can continue to successfully pursue their academic goals without infringing on the rights of others. Due to confidentiality, the committee cannot always share details with the reporting person, but will try to communicate as much as possible.

Serious Risk of Harm to Self or Others

If a student poses a serious risk of harm to self or others, a campus mental health professional may admit the student directly to a psychiatric unit or may send the student to the emergency room (ER) of a hospital for further evaluation. A student may also seek treatment at a hospital on his/her initiative.

In these cases, a release of information (obtained by Counseling Services) will have to be completed when a student has been discharged from the emergency or inpatient care in order to facilitate the following actions.

Once a health care professional has deemed him/her safe to return to the campus community and has worked with the student to create a follow-up plan, the following steps must occur in order for the student to return to the campus.

- A conversation must occur between the treatment provider and the Director of La Roche's Counseling and Health Services.
- In-person consultation must take place with the Director of Counseling and Health Services within 48 hours of arrival on campus.
- A meeting between of the student concern committee to determine if the level of care needed for the individual's well-being can be provided by campus resources.

If these criteria are not meant or the level of care cannot be adequately be provided on campus, appropriate referrals will be determined.

Counseling Operating and Work Hours

During the fall and spring semesters, Counseling and Health services operating hours are 9:00-5:00 Monday-Friday. During academic breaks and summer, Counseling and Health Services hours of operations may be limited or vary depending on scheduling availability and at the discretion of the Director of Counseling and Health Services and in consultation with the Dean of Students.

Library Services

John J. Wright Library provides quality resources and innovative services to stimulate creativity, intellectual curiosity, and to facilitate lifelong learning and research to the students, faculty, and staff at La Roche University.

John J. Wright Library's purpose is collecting, preserving, and providing access to the best scholarly and educational resources and innovative services. We strive to create a welcome and comfortable environment encouraging diversity, excellence, and sustaining our core values.

Services and Policies

All students must have a Student ID to check out any library items.

Computers

John J. Wright Library has a total of 28 computers for student use. If at any time all computers are in use, the library has 5 laptop computers available for checkout. Library computer policies can be found on Information Technology's Wright Library Resources (pg. 18 of this handbook).

Printing and Copying

The printing and copying costs are as follows:

- \$.10 per page for black and white
- \$.25 per page for color

In order to print, students must have money on the Papercut account. Students making copies must log in to their account using their user name and password.

Limit on materials

Ten items (of all types) can be checked out at any given time. Please consult with a library staff member to discuss exceptions if necessary.

Loan periods and fines

Type of material	Loan period	Overdue fine
General circulation	3 weeks	\$.10 per day
Reference books/permanent reserves	Some material not available for checkout; others up to 1 day	\$1 per day
Course reserves/textbooks	2 hours and may not leave	\$.50 per hour. If a textbook leaves the library, a \$50 fine will be assessed with the overdue fine. This will also be reported to Public Safety as theft.
Laptops	2 hours and may not leave	\$20 per hour.
iPad	3 days	\$20 per day. Before checking out an iPad, you will be required to sign an iPad agreement form.
Multimedia (DVD/CD)	3 days	\$1 per day
Board games	3 days	\$1 per day
Video games	3 days	\$1 per day
Video game consoles	3 days	\$20 per
Inter library loan (ILL)	Vary – due date is highlighted on the paper band or insert.	Material is held for 2 weeks from arrival. Borrowers will be charged \$1 per items that is not picked up. Lost blue band (E-Z borrow) or paper insert: \$2.50 Lost temporary barcode: \$1.00

Borrowing is suspended for any student having \$20 or more in outstanding fines.

Borrowers can have 3 renewals of circulating books for a total checkout time of 12 weeks. Renewals can be done online by viewing your patron record, calling the library at: 412-536-1063, or in person.

Inter library loan (ILL) materials must be physically brought to the library to be checked in before they can be checked out again. However, these requests must be approved by Caroline Horgan. She can be reached at: Caroline.Horgan@LaRoche.edu.

Damaged or Lost Material

Library materials are lent with the expectation that users will return them in the same condition that they were received. Damages to library materials include: pencil/ink notations and underlining, highlighting, water damage, food stains, torn pages, broken spines, etc. The library staff will note any conditions already affecting items at the time of the lending transaction. If materials are returned with any damages not previously accounted for, replacement fees will be charged to the current borrower. Replacement fees will also be assessed for any lost library materials.

Replacement fees are based on the current market cost to replace the item. If a replacement fee cannot be determined, a default fee of \$55.00 will be charged. In addition to the replacement fee, a \$25 billing fee and a \$25 processing fee will also be charged for all lost materials.

One-on-one with Librarian

Students may request a reference session with a librarian during library hours. Students can receive reference assistance for up to an hour session and may request as many sessions as they would like.

One-on-one request forms can be found on the library website. Requesting students will be contacted by one of our librarians once the appointment is approved.

Student Suggestions

Students have a voice when it comes to the materials that are obtained and kept in the collection of the John J. Wright library. Suggestions may include research and/or special interest topics, fiction, contemporary non-fiction, tabletop/video games, etc. Students are encouraged to go to the library's website under the "comments/suggestions" to make requests for the collection.

Library Donations

John J. Library appreciates the thoughtfulness of its patrons who donate a variety of print and media materials to the library. Gift materials are accepted with the understanding that ownership passes to the library. The library reserves the right to transfer items to the library's collection, book sale, book giveaway, book donation, and discard or recycle as necessary. Addition into the library's collection is selective and is based on multiple factors including condition of the materials and relevance to the university's curriculum. Monies accrued from the sale of items will directly benefit the library.

For all donations, you must first complete and sign our Deed of Gift form which is given to the library staff along with your donation. Deed of Gift forms are located on the library website or can be obtained in person at the library.

THE OFFICE OF HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life is one department within the Division of Student Life and is the central location of all communication regarding the residence halls. The overall goal in Residence Life is to create a healthy and challenging living/learning environment that enhances every aspect of the learning arena and encourages growth and development of each member of the community. The office is located in Bold Hall II.

Housekeeping

Housekeeping staff regularly clean common areas such as: lounges, hallways, stairwells and laundry rooms. However, each resident has a responsibility to care for these common areas as well as their individual suites. All students are responsible for keeping their room/suites in a clean and orderly condition.

Students are expected to supply all other necessary cleaning equipment and supplies. Residents may be fined for not maintaining sanitary living conditions in their suites. In addition, students will be charged for the cost of cleaning common areas which are deemed to be excessively unsanitary or disorderly.

Laundry

Laundry facilities are located on the lower level of each residence hall. Each laundry room is equipped with washers and dryers. If a machine is out of order, post an "out of order" sign on the machine, then contact an RA immediately. Please do not leave your laundry unattended as the university accepts no responsibility for lost, stolen, or damaged clothes.

Lounges/Study areas

Lounges are located in each residence hall. Each resident is responsible for maintaining a pleasant atmosphere in the lounges, and for ensuring that the noise level does not interfere with students either studying or sleeping. Students may reserve the lounges for special events by contacting the Office of Housing and Residence Life during office hours. Any event request is subject to approval by the Office of Housing and Residence Life.

Maintenance Concerns

Students can submit their own work requests for non-emergency maintenance concerns, or they can report these concerns directly to an RA. In order to facilitate a response to these concerns, they should be reported as early in the day as possible. Emergency concerns should be reported immediately to the RA on duty, who will then contact the appropriate personnel. If the emergency occurs during office hours, you may contact the Office of Housing and Residence Life directly.

Telephones

Security telephones are located in each residence hall. They are programmed to connect you directly to either the switchboard or the security officer. The student only has to lift the receiver and listen for a voice to respond. These security phones are courtesy phones which should only be used in true cases of necessity. The misuse or tampering with security phones will result in disciplinary action through the student conduct process.

Internet/Cable Services

Internet services are offered through Comcast Xfinity. When students arrive on campus, they will receive an e-mail from Xfinity Communities asking them to set up an Xfinity account. Once completed, they will receive a second e-mail with a password to connect to their room's WiFi access point. An Xfinity account must be created before students will receive the WiFi password for their room. There is also a "LaRoche-Guest" network available for students to use while they await the password for their specific room, or for guests to use at any time while in the residence halls. Students with account access can also use the "LaRoche University" WiFi network in any common areas of the residence halls. Additionally, students can connect an Ethernet cable from the white internet box on the wall directly to their device.

In order to access cable television, students must be connected to the internet on their smart TV or other smart device (i.e. – Roku, Fire Stick, etc.) and download the Xfinity Stream app. The Xfinity Stream app has a full assortment of Xfinity channels, including high definition channels.

Vending Machines

Vending machines are located in Bold, Mahler, and Schneider Halls. If a machine is out of order, post an "out of order" sign on the machine, then contact an RA immediately.

Refunds for vending machines excluding Dining Hall and Kerr Fitness Center machines can be obtained at the Information Desk.

Becoming a Resident - New Resident Students

When a student wishes to become a resident student for the first time (incoming freshman, transfer student, or commuting student), the first step is to make a \$100 housing deposit payable to La Roche University online through CASHNet or via Student Accounts. This housing deposit is non-refundable and tells the Office of Housing and Residence Life that you are seriously committed to living on campus. Upon receipt of this deposit, the student will be asked to complete the online Housing Application and Contract. Upon receipt of the Housing Application and Contract, the Office of Housing and Residence Life will make a housing assignment. Requests for a particular suite or roommate are honored whenever possible. Room assignments that are made prior to the start of a new school year will be available online via the Housing Portal in the month of July.

Notes of Special Importance

The University reserves all rights regarding the assignment and reassignment of rooms and suites. The University reserves the right to reassign rooms in the interest of health, discipline, the general welfare of the student and/or other students, or to consolidate space when vacancies occur. No attempt will be made to honor requests for roommates based on race, religion, or disability.

Housing for new students is assigned based on date of deposit. Late deposits received may be assigned to live in a triple (a Bold Hall traditional double converted to accommodate 3 students).

Returning Resident Students

Returning resident students are able to select their room for the upcoming academic year via the Room Selection Process. The Room Selection Process occurs in the Spring Semester. Again, a \$100 housing deposit must be paid to La Roche University online through CASHNet or via Student Accounts. The deadline for this deposit will be determined early in the spring semester by the Director of Housing and Residence Life. This housing deposit is non-refundable and nontransferable from one year to the next. This deposit indicates to the Office of Housing and Residence Life that you are committed to living on campus for the upcoming academic year.

After all deposits are made, the Office of Housing and Residence Life will determine which rooms/suites are available for the upcoming academic year. Students will select their room based on a lottery system. Your lottery number is generated based on the number of credits earned and years in housing at the time of the Room Selection Process. In addition, your lottery number can be negatively influenced by violating university policies. No student will be allowed to select a residence hall room without first making a housing deposit. There will be no reservation of any space for any student who has not made a housing deposit.

If you do not go through the Room Selection Process, you may be assigned to a room or placed on a housing waiting list. If you are placed on a waiting list, you will be given a housing assignment on a first come, first served basis.

Off-Campus University Leased Apartments

When necessary, the university reserves the right to board students in off campus apartments or hotels. Students living in these sites are required to follow all residence halls rules and regulations.

Single Room Availability

Single rooms may be available in the residence halls on a first come, first served basis. There is an additional fee for having a single room. A waiting list is kept in the Office of Housing and Residence Life. Students may request a single room based on medical conditions. In these cases, proper documentation must be provided to the Office of Accessibility and Compliance.

Residency Requirements

- No room assignment is considered valid until the student has submitted the online Housing Application & Contract and has a full \$100 deposit on record in the Office of Student Accounts.
- All residents must be registered as full-time students carrying 12 credits or more for the term of the online Housing Application and Contract. Exceptions will be considered on a case-by-case basis.
- Any student who wishes to be a resident must also be on the board plan. There are no exceptions to this policy.
- The Housing Application and Contract is binding for the entire academic year, unless the student is officially released from the university. Reasons for such release include: marriage, serious illness, and prohibition by the university of enrollment for academic reasons. Refer to “Withdrawal from Residence” for details regarding payment.
- If a student should fail to sign his or her Housing Contract, but take residence the Housing Contract will become a binding agreement by the semester add/drop period.
- If a student is not regularly attending classes, they may be required to move out of the residence halls.

Withdrawal from the Residence Halls

Once the contract is signed, returning students may withdrawal from the residence hall no later than the last Monday of May without incurring a \$500.00 penalty to break the Housing Contract. In all cases, students who wish to withdraw from university housing must complete a Contract Release Application on the housing portal. The housing deposit will not be returned. Any student withdrawing from housing during the term of this contract cannot consider his/her withdrawal official until he/she has completed

the Contract Release Application and removed all items for their residence hall room and returned his/her key(s).

All requests to cancel this two-semester contract are reviewed on a case by case basis. The appeal should be sent to the Dean of Students. Appropriate documentation is required to support any such requests. If a student withdraws from university housing for any reason, he/she will be liable for the \$500.00 fee to break the Housing Contract and will forfeit the entire room fee for the semester if the contract is broken after the add/drop deadline.

Board fees will be pro-rated if departure is prior to the mid-point of the semester. No refund will be given after the mid-point of the semester.

La Roche University recognizes that during the course of the semester, circumstances may arise that require a student to make a significant change to their housing or meal plan. Typically, those circumstances are beyond the student's control, such as a health crisis, family emergency, etc. During those times, a student requesting an exception to our policies must submit such a request in writing to the Dean of Students. Supporting documentation should be included. The Dean will convene a committee of staff to review the circumstance and decide if any type of change is warranted. The letter may be in the form of an email to colleen.ruefle@laroche.edu and should include specifics of what the student is requesting and why.

Residence Hall Policies and Regulations

When living in community, it is important to have guidelines which protect the rights of community members. The Office of Housing and Residence Life has established such guidelines in the best interest of the entire residential community. Residents are responsible for becoming familiar with and adhering to all of the guidelines which are published in this handbook. Residents also have a responsibility to confront other residents and guests in the community when it appears they are not adhering to established policies. See Residence Hall Probation "Student Code of Conduct - Definition of Penalties".

Abandoned Property

In those instances where items are left in the residence halls after the official closing of the residence halls or 24 hours after a student has withdrawn from the residency, the university shall declare them abandoned and will dispose of them at the expense of the student.

Alcoholic Beverage Policy

Because of the serious nature of the issue of alcohol, a separate section of this handbook has been devoted specifically to the Alcoholic Beverage Policy.

Appliances

For the purpose of fire safety, the university prohibits the use of the following electrical appliances: extension cords (power strips with surge protectors are permitted), hot plates, appliances with electrical coils, portable heaters, toasters, toaster ovens, air fryers, crockpots sandwich makers, griddles, and refrigerators larger than 3.6 cubic feet. In general, the only food preparation appliances which are permitted are: coffee makers, blenders, and food steamers. Students are urged to use caution in the operation of any electrical appliance in the residence halls.

In the event that prohibited items are found in a student's suite, they will be confiscated and the student could be fined.

Residents in Peters Hall suites with kitchens are exempt from this policy and are permitted to utilize the appliances listed above in their Peters Hall suites. However, misuse of appliances, creating a fire safety hazard from improper use of appliances, or utilizing any prohibited appliances as stated above in Bold Hall, Mahler Hall, or Schneider Hall will still result in a violation of this policy for Peters Hall residents.

Bicycles/Skateboards/Rollerblades/Hover boards

The use of bicycles, skateboards, rollerblades and hover boards in the residence halls are strictly prohibited. Bicycles may not be stored in the hallways or stairwells of the residence hall. Bicycles must be stored in student rooms. Skateboard grinding/sliding and/or hover board use is prohibited from Campus grounds.

Drugs

Due to the serious nature of the issue of drugs, a section of this handbook has been devoted specifically to the Drug Policy.

Fire Safety

For the purpose of fire safety, the university prohibits the use of the following electrical appliances: extension cords (power strips with surge protectors are permitted), hot plates, appliances with electrical coils, portable heaters, toasters, toaster ovens, air fryers, crockpots sandwich makers, griddles, and refrigerators larger than 3.6 cubic feet. In general, the only food preparation appliances which are permitted are: coffee makers, blenders, and food steamers. Students are urged to use caution in the operation of any electrical appliance in the residence halls.

The university also prohibits the use of candles, incense, candle warmers, and wax warmers in the residence halls. Any prohibited item found in a student's room will be confiscated and a fine will be imposed.

Fire drills are conducted periodically throughout the school year. When the alarm is sounded, everyone is expected to evacuate the building as quickly as possible by the nearest exit. Students are expected to cooperate fully with the Residence Life and Public Safety staffs. Due to the serious nature of fires, pulling a false alarm, falsely reporting an emergency, failing to evacuate when a fire alarm sounds, and unauthorized use of or tampering with fire safety equipment (including covering/detaching smoke detectors in residence hall rooms) are all violations of University policy as well as civil codes. Any such violation, or any violation of the regulations listed below, would result in action through the student conduct process, including a fine and possible residence hall dismissal and/or prosecution by the courts.

To help to minimize the possibility of hazard, students are expected to strictly adhere to the following regulations:

- Curling irons and clothing irons may only be used in the bathrooms of individual suites.
- Prohibited items as outlined above should not be possessed or used inside the residence halls.
- Storage in the hot water utility closets in Mahler Hall must be arranged so that nothing is placed within a 2 foot distance of the heating unit. Students are strictly forbidden to store personal belongings in the utility closets in Peters and Schneider Halls; these closets are to remain closed and locked at all times.
- Egress to and from the center of the room and also from the bed cannot be obstructed in anyway.
- No decorations may be suspended from the ceiling.
- No tapestries (i.e. – banners, flags, or other cloth hangings) maybe hung on the walls in residence hall rooms or suites
- Cords cannot be stretched across any open walkway.
- All doors must be free and clear of all postings, etc. The entrance door to each suite is limited to one message board.
- No live decorations such as trees, wreaths, or branches are permitted.
- Smoking is prohibited in all buildings.
- Loft units are prohibited (except when provided by the university).
- Fire exits are to be used only in the case of a sounding alarm. Fire doors should not be propped open.
- Bonfires and other outdoor fires are prohibited anywhere on campus grounds without written approval from the Office of Public Safety

Firearms and Weapons

It is the policy of La Roche University to prohibit firearms and weapons on its campus. This prohibition extends to individuals having weapons in briefcases, purses, tool boxes, personal/university vehicles or in other personal property even if the owner has a valid permit. It is the duty of any affected person who witnesses the possession, display or use of any weapon to immediately notify the Office of Public Safety.

Definitions

- Firearms - including but not limited to hand guns, rifles, pistols, shotguns, and semi-automatic weapons.
- Weapons - including but not limited to bow and arrows, knives, BB and pellet guns, potato and stun guns, martial arts equipment and electronic weapons.
- On Campus: all university buildings and grounds including university and privately owned vehicles parked on campus.

Fireworks

Personal use of fireworks and other explosives are not permitted on campus. Items will be confiscated and students will be assessed a minimum fine of \$ 50.00 per item.

Furniture

Each student is provided a bed with mattress, desk with chair, and a chest of drawers, except where closet space is deemed sufficient. Some suites are also provided with a wardrobe unit. Each living area of the traditional suites may also be furnished with a couch, love seat and end tables. It is the responsibility of the students assigned to each suite to see that all of the furnishings are well-maintained, clean, and treated with care. Furniture items may not be stacked upon one another or block the ventilation system. Students may not move the provided furniture from their assigned suite. If furniture is found to be missing, the residents of the suite will be charged the replacement cost for that particular item. Additionally, students are not permitted to disassemble any of the furniture. If common area furnishings are found in a student suite, the roommates will be fined \$25 per day until the furniture is returned. Outside furniture is not permitted in the residence halls. Any outside furniture that is found in a student's room during room inspections is subject to removal and disposal by the University.

Gambling

Gambling is not permitted on campus.

Guests

Guests are welcome in the residence halls as long as they are accompanied by a resident at all times. However, as each resident has the right to comfort and privacy in the use of their room/suite, the privilege of entertaining guests is a negotiable agreement between room/suite-mates. The host/hostess must be willing to accept full responsibility for the conduct of their guest(s). Any guest involved in a violation of the Code of Conduct will be asked to leave University Property and may be banned from the residence halls.

Guests of the same sex may be invited to stay overnight, provided the following guidelines are followed.

- All roommates/suitemates must agree to host the overnight guest.
- Resident students must register their overnight guests prior to 12 am midnight of the date of the stay, using the Intranet registration form. This form is found on the Housing and Residence Life intranet page under "Guest Registration". Unregistered guests may be asked to vacate the premises at any time by a university official.
- An overnight guest's stay must not exceed two consecutive nights, and may not be more frequent than once per month.
- All overnight guests must be at least fifteen 15 years of age.
- Guests will be asked to show proof of registration and/or identification by any University official. Failure to cooperate and/or produce proper ID will result in the immediate revocation of the privilege of visiting in the residence halls.

Any student housing a non-registered guest in their suite or public areas of the residence hall will be subject to disciplinary action. Housing of a non-student by a resident (as defined by an unregistered guest who resides more than 2 consecutive nights in any resident's room) may result in the resident's immediate dismissal from the residence halls.

All visitors in the residence halls who are not registered to stay overnight must leave the halls by 1 am and may return to visit at 9 am.

Holiday Decorations

All holiday decorations must be in accordance with the fire safety regulations. Any authorized decorations must be taken down prior to the closing of the residence hall for the next scheduled recess or within 2 days of the passing of the holiday, whichever comes first. This includes decorations in individual student rooms.

Keys/Access Cards

Each resident student is issued a residence hall room key and a Student ID card that grants them access to their residence hall. These keys are to be returned when the student moves out of the residence hall. Key/card replacements may be requested from the Office of Housing and Residence Life. The cost of replacing a residence hall room key is \$100, while the cost of an ID card is \$10. If keys/cards are lost and need to be replaced during the school year, the replacement fee will be placed on the student's account. Residents are not permitted to give/loan their keys or ID to any other person for any reason, nor are students permitted to use another's students' keys or ID. This is a security violation and disciplinary action will be taken.

Key/Damage Deposits

Once a student moves into the residence hall, the \$100 housing deposit becomes a key and damage deposit. This ensures that any damages to the halls or loss of keys will be financially covered. At the close of the spring semester, damages will be assessed. If the total of a student's damage is in excess of \$100, the student will be billed for the

additional amount. Any student with excessive damage may be dismissed from the residence halls and/or denied future housing.

Locks

Students are not permitted to put locks on doors within their room/suite. Any violation will result in an automatic \$50 fine.

Lockouts

A student who is accidentally locked out of their suite may contact the Office of Housing and Residence Life, an RA, or a security officer on duty to have their door unlocked. Please see the chart below for time guidelines. Students will be requested to show a valid ID and/or proof of residency before being permitted to enter. After the first two lockouts of a semester, a student will be charged a fee of \$5 for each lockout thereafter.

Day/Time	Contact
9 am – 5 pm Monday – Friday	Office of Housing & Residence Life
5 – 7 pm Monday – Friday	Public Safety
7 pm – 2 am every day	RA based on duty list
7 am – 7:30 pm Saturday & Sunday	RA based on duty list
2 am – 9 am	Public Safety

Musical Instruments/Video Games

Certain musical instruments may be permitted in the residence halls subject to the approval of the Office of Housing and Residence Life. As a general rule, no drums, electrical guitars, or other instruments requiring amplification will be permitted. This includes video games that result in the same disruption as above (e.g. Rock Band).

Noxious Odors

All members of the La Roche community are responsible for contributing to healthy, supportive learning and living environments. The University recognizes that noxious odors have the potential to contribute negatively to the quality of life in our learning and living environments.

A noxious odor is ANY aroma of such intensity that becomes apparent to any one or more persons. Any odor (including, but not limited to: cigarette smoke, cannabis/marijuana, cigar or pipe smoke, trash, spoiled food, body odor, perfume, air freshener, or dirty laundry) may become noxious or offensive when it is too strong or lingers for a period of time. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to a fine or other disciplinary action through the student conduct process.

Personal Property

The university accepts no responsibility for the loss or damage of personal property due to theft, fire, or other causes. Students are advised to carry insurance on their personal property, either through their family's homeowner's policy or through separate coverage. Students are given the option to opt in to renter's insurance when completing their housing contract and application. Since most burglary insurance is collectible only when access is gained to a room by forced entry, residents are responsible for keeping their doors locked at all times.

Personal Safety

In order to achieve a responsible and safe community atmosphere, students are restricted from throwing objects out of the residence hall windows, into student suites/rooms, or within the hallways. Restricted objects include, but are not limited to, fire crackers, smoke bombs, water or any item which might cause injury to residents or damage to their belongings.

Security screens (located on the ground level of the Bold, Mahler, and Schneider) are to remain closed and locked at all times except for an emergency. If security screens are not kept close you will be subject to a \$25 fine. If you are a repeat offender of this policy the fine will increase in \$25.00 increments.

Students may not use windows as a means of entering or exiting a room. Student found using a window as an entrance or exit will result in a \$25 fine. If you are a repeat offender of this policy the fine will increase in \$25.00 increments. A window may be used as a point of exit in the event of an emergency.

The propping open of doors is considered a serious security violation, and is subject to disciplinary action. A fine of \$50 will be assessed for anyone who props open an entrance door.

Pets

No pets are permitted in the residence halls, with the exception of fish in aquariums that cannot be larger than 10 gallons. The Office of Housing and Residence Life reserves the right to limit the number of aquariums per room/suite if necessary.

Students may request an emotional support animal (ESA) based on medical conditions. In these cases, proper documentation must be provided to the Office of Accessibility and Compliance, and students are not permitted to bring their ESA into the residence halls until after approval is granted in writing by the Office of Accessibility and Compliance.

Quiet Hours

Resident students share the responsibility for creating and maintaining an atmosphere which is conducive to learning. Stereos, radios, televisions, and tape recorders should at all times be played at levels which do not disturb other resident students. As a general rule, if it can be heard outside of your living room and/or in the hallway, it is too loud.

Quiet hours begin at 10 pm and extend until 10 am on Sunday through Thursday evenings. On Friday and Saturday evenings, quiet hours begin at 1 am and end at 10 am. However, keep in mind that all students should adhere to 24 hour courtesy hours to support the primary objectives of sleep and study for all students. Enforcement of quiet hours will extended to outside of the residence halls and the immediate surroundings.

Room Changes

Students are expected to make every effort to get to know and understand their roommate(s). They should work together to achieve a compatible living situation. Remember that communication is the key to having a positive experience with your roommate(s). If difficulties arise and students are not able to resolve their differences, they should seek the assistance of an RA.

Room changes are permitted only as a last resort. No room changes will be granted for at least the first two weeks of school. All room changes must be approved by the Office of Housing and Residence Life prior to taking place. The Office of Housing and Residence Life reserves the right to make changes at any time.

We are an institution of diversity. Room changes will not be granted based on diversity issues. Students who change rooms without the approval of the Office of Housing and Residence Life will automatically be fined \$50.

Room Damage

A member of the Residence Life staff will check each person into their room/suite upon arrival to ensure that each room is properly equipped. It is the resident's responsibility to ensure that a room inventory is completed upon arrival which documents any damage or defects that might already have been present in the room prior to arrival.

Residents are financially responsible for any loss or damage to the suite when it cannot be ascertained which student is responsible for the damage. This holds true for

common areas of the residence hall as well. When unsanitary conditions are found in a common area, every effort will be made to ascertain who was responsible. The individual will be fined \$50 and will be required to clean the area immediately. However, if the perpetrator is indeterminable, the fine will be assessed to common area damages for which all students share responsibility. It is the student's responsibility to be sure that their room is inspected by a member of the Residence Life staff prior to departure.

Room Entry/Inspection

The University reserves the right to enter a student's residence hall room for repair, maintenance, to turn off TVs, radios, or alarms left unattended, policy violations, and in cases of emergency. Room inspections are done on a routine basis to check for cleanliness, damage, fire hazards, and the general order and wellbeing of the building. Room inspections may be unannounced.

Room Search/Entry

Any member of the Student Life staff may enter a student room when there is "reasonable cause to believe" that a student or guest is using the room for a purpose which violates university and residence life policies, federal, state, or local laws. Justification for such entry may be precipitated by observing an illegal guest, the transportation or use of alcoholic beverages by individuals, the use or possession of illegal drugs, or other observable violations. This list is not exclusive. The university reserves the right to search all belongings in a residence hall room when a university official believes that a violation of the student code of conduct has occurred.

Tobacco Free

La Roche University has adopted a tobacco-free campus policy which prohibits tobacco products in any campus facility. Students found in violation of this policy will automatically be fined \$25.

Solicitation/Fund-raising

As a general rule, only university-recognized organizations may solicit funds, products or services in the residence halls. Any such organization must have the advance approval of the Director of Housing and Residence Life.

Student Personal Records

All discipline records are maintained in a student's personal file located in the Office of Housing and Residence Life. Records are only released according to FERPA Guidelines. You can find the FERPA guidelines on the University's website under Consumer Information under Quick Links.

OFFICE OF DIVERSITY, EQUITY AND INCLUSION

The Center for Diversity, Equity & Inclusion is committed to creating and sustaining a welcoming and inclusive environment that embraces diversity and encourages dialog across differences to increase individual intercultural competence.

Primary functions of the Office include:

- Advocate for historically under-served and minoritized groups.
- Create co-curricular educational, cultural and social justice programming.
- Provide support for all identity- based and multicultural student organizations.
- Serve as a resource for information about inclusive strategies, best practices and initiatives at La Roche University.

Freedom of Speech

The purpose of higher education is to encourage students to think independently and to provide an atmosphere conducive to the pursuit of truth. An education at La Roche University stands for involvement in the issues of the open marketplace where ideas should be weighed and tested before being accepted, where the unexamined life and the unquestioned tenet shall have no part. In keeping with the purpose of the University, there will be no restrictions placed on the fundamental rights of free speech except those necessary to preserve order and to protect the rights of others.

Faculty, administration, and staff are free to invite discourse on all subjects. Any person or group questioning the competency of invited lecturers or appropriate interpretation of this policy should refer all questions to the Academic Senate. When outside lecturers are sponsored on campus, publicity must go through the Media and Marketing Relations Office and should state that the personal views expressed do not necessarily reflect the views of the University.

Martin Luther King Jr. Legacy Lounge

The Martin Luther King Jr. Legacy Lounge is located on the third floor of Bold Hall I. This lounge is designed to be a unifying space in honor of Dr. King's legacy where all are welcome and each person's identities are acknowledged, affirmed and respected. It can be used for programs, studying and meetings. There is a television, DVD player, two computers, social justice-focused books and films as well as other resources available for use.

To request access to the lounge, contact the Office of Diversity, Equity and Inclusion at (412) 536-1243.

Bias Incident Reporting

The Bias Incident Reporting allows for individuals to have an adequate means of reporting if directly or indirectly affected by bias-motivated incidents. The reporting protocol continues the work of ensuring that the campus environment is safe for all members and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, military or veteran status or any other characteristic protected under applicable federal or state law.

Defining Hate Crimes and Bias Incidents

Hate Crime

Defined as criminal offense motivated by the offender's bias or hate towards the victim's status based on race, gender, religion, sexual orientation, ethnicity/national origin and disability. Offenders may use physical violence, verbal threats of violence, vandalism, and in some cases weapons, explosives, and arson.

Bias Incident

Offense against a person or property motivated in whole or in part by the offender's bias against a race, religion, disability, ethnic origin, sexual orientation or gender identity; however, may not be considered criminal. Bias incidents include hostile curricular and co-curricular environments and harassing behavior that is severe, persistent or pervasive to the point that it threatens an individual or limits the ability of the individual to live, work and study on campus.

Note: Hate crimes are bias incidents, but not all bias incidents are hate crimes.

Examples of Bias Incidents

- Racial and Ethnic Stereotype -Themed Parties or Costumes – Student organizations that host theme parties that encourage people to wear costumes and act out in ways that reinforce stereotypes and create a campus climate that is hostile to racial and ethnic minority groups.
- Graffiti on a dorm room white board that expresses bias against the above categories, e.g., sexist or racist language or images. (Note: If the graffiti constitute criminal vandalism or property damage, it can constitute a hate crime.)
- Bias in the Classroom – Professors who make pejorative comments or stereotypes about a protected class of people during lectures. Due to the power dynamics, students may be reluctant to respond and could then lead to a hostile learning environment.
- Ridiculing a person's language or accent.

Reporting Incidents of Bias

Online

You are encouraged to submit an online Bias Incident Reporting form which can be found on the Office of Diversity, Equity and Inclusion website (<https://www.laroche.edu/diversity/>). You have the option of anonymously reporting the incident online; however, this may impact the University's ability to respond or pursue appropriate action against the alleged perpetrators.

In person or via telephone to Public Safety

A targeted student or group may meet with a Public Safety officer to report a bias incident or a hate crime. Public Safety will forward the report to the Executive Director for Diversity, Equity & Inclusion who will offer to review hate crime and discrimination policies and discuss options for follow-up.

If a bias incident and/or hate crime is in the form of graffiti or other posting, it should not be removed or destroyed. Public Safety should be called immediately.

Response to Bias Incident Reports

The University's response to a bias incident report will depend on various factors, including the nature and severity of the complaint, whether the alleged violator can be identified, the reporting individual's wishes as to how the matter should be handled and the impact on the campus community.

Accessibility Services

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, all qualified La Roche University students with disabilities have full access to institutional programs, activities, and services and are provided opportunities and reasonable accommodations and services to ensure access.

The Office of Accessibility Services is a resource for students with disabilities at La Roche University. Students who feel that they need accommodations are invited to participate in an interactive process to determine appropriate accommodations and supports. Accommodations are determined on an individual, case-by-case basis and within the guidelines of the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act.

Documentation Guidelines

Students requesting accommodations are asked to provide current documentation (should be no more than three years old) that outlines the disability/medical condition, how it impacts the student's ability to participate in classes and or other University activities, and any accommodations that are recommended by the diagnostic or

treatment professional. This information can be provided on physician's letterhead, in a comprehensive report, or via our Verification Form for Accessibility Services. This sensitive information is safeguarded in the Office of Accessibility Services, as each student's privacy is important to us. Students who encounter any barriers in obtaining documentation are encouraged to notify the Assistant Director of Accessibility & Equity, as additional options may be explored.

Intake Meeting

All students requesting accommodations must meet with the Assistant Director of Accessibility & Equity for an intake meeting. At this initial meeting, we discuss the student's needs, any functional limitations the student experiences as a result of the disability, possible services, and the student's rights and responsibilities in this regard.

Accommodations

After a plan for reasonable accommodations is determined, the student and his/her professors receive an Accommodation Letter that outlines the necessary supports. Additionally, students are also encouraged to communicate with their professors about their specific needs as appropriate.

Students must meet with the Assistant Director of Accessibility & Equity EVERY semester in order to receive an updated Accommodation Letter. In some situations, accommodations may be provided for students with temporary disabilities and conditions.

Housing Accommodations

Students who are requesting housing accommodations in the residence halls will need to provide documentation that verifies how their disability or medical condition substantially limits a major life activity and demonstrates how the accommodation is necessary to afford equal access. Requests for accommodations in the residence halls are reviewed by a committee of University staff that includes representatives from Accessibility Services, Housing and Residence Life, and Counseling and Health Services. Housing Accommodation Request forms are available from the Assistant Director of Accessibility & Equity. Students must reapply for housing accommodations every year.

To request copies of our accommodation forms, schedule an intake meeting, or receive more information, please contact the Assistant Director of Accessibility & Equity at accessibilityservices@laroche.edu or in Wright Library, Room 205.

Grievance Procedures for Students with Disabilities

To afford students with disabilities the appropriate channel to pursue resolution to complaints on the basis of disability. This policy is intended to reflect La Roche University's commitment to the principles, goals, and ideals described in the University's Mission Statement.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, all qualified La Roche University students with disabilities have full access to institutional programs, activities, and services and are provided opportunities and reasonable accommodations and services to ensure access. No form of discrimination, including discrimination based on disability, is tolerated by the institution. Any current La Roche University student, who believes that she/he has been subject to discrimination on the basis of disability or has been denied access to accommodations required by law, shall have the right to invoke the University's grievance procedure. The grievance procedure addresses the following types of concerns:

- Denial of a request for accommodations and/or services.
- Claims of inaccessibility of a University program, activity, or facility.
- Alleged harassment or discrimination on the basis of disability.

During the grievance process, all procedures, meetings, names, and related information will be kept confidential except to the extent that release of information is necessary to investigate the particular grievance. Consultation will be limited to those students, faculty, or staff members who have information about the complaint, who need to know that a complaint/grievance has been filed, or whose job responsibilities include arranging reasonable accommodations for students with disabilities. No person shall be subjected to retaliation for having utilized or assisted others in the utilization of this grievance process.

Students invoking the grievance procedure to resolve a concern must follow each step of the appropriate protocol outlined by the University.

Step One – Level 1 Grievance (Informal Verbal Grievance)

The student should first discuss the concern with the appropriate professional, which would typically be the Assistant Director of Accessibility and Equity. This discussion should be aimed at resolving the concern on an informal basis. The student is encouraged to seek guidance from the Assistant Director of Accessibility and Equity regarding making contact and discussing concerns with the appropriate parties. Where the grievance involves allegation of harassment, the student is not expected to bring his or her complaint to the attention of the alleged harasser. The concern should be raised with the Assistant Director of Accessibility and Equity within 5 days of the alleged occurrence. If the grievance is against the Assistant Director of Accessibility and Equity, the student should discuss his/her concerns with the Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer. If the Assistant Director of Accessibility and Equity is not available for a period of time (out due to illness, attending a conference, on vacation, etc.) the student should go directly to the Executive Director for Diversity, Equity and Inclusion/Chief Diversity Officer.

Step Two – Level 2 Grievance (Formal Written Grievance)

A student may take further action if she/he does not believe a satisfactory resolution was reached following the informal resolution process by filing a formal written grievance with the Assistant Director of Accessibility and Equity within 10 days of the alleged occurrence.

The written grievance must include:

1. Name, address, primary telephone number and University issued email address of the complainant
2. Date, approximate time, and location of the alleged incident
3. The name of the individual whom the complaint is being filed against
4. Specific description of allegation(s) including the basis for the grievance, specific facts and/or policies supporting complainant's position, and impact of alleged incident on complainant's living/learning environment
5. Name (s) of witness(es) if applicable
6. Desired outcome/resolution sought by the complainant
7. Signature of complainant

The Assistant Director of Accessibility and Equity will interview the student and other involved parties to seek resolution. This investigation may also include a request by the investigator for written incident reports by other involved parties. Such requests are required to be filed with the Assistant Director of Accessibility and Equity within 48 hours of the request being made. In an attempt to reach a resolution, the investigator (the Assistant Director of Accessibility and Equity) may in their discretion facilitate a meeting of the parties involved in an effort to clarify and resolve issues.

The complainant and other involved parties will be notified of the determination within 10 days of receipt of the written grievance. Due to the urgency of many issues, it is hoped that many problems will be resolved much sooner.

If the grievance filed is against the Assistant Director of Accessibility and Equity, the above steps should be followed; however, the formal written grievance should be submitted to the Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer, not the Assistant Director of Accessibility and Equity.

Step Three – Level 3 Grievance (Appeal of Formal Grievance)

A student may appeal the decision or resolution of her/his formal grievance filed with the Assistant Director of Accessibility and Equity if she/he does not believe a

satisfactory resolution was reached by the Assistant Director of Accessibility and Equity. The student must notify the Executive Director for Diversity, Equity and Inclusion /Chief Diversity Officer of her/his intent to file an appeal. The notice must be in writing (by filing the formal written grievance for Accessibility Services and include the basis for being unsatisfied with the resolution proposed by the Assistant Director of Accessibility and Equity). Written notice to the Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer is required within 5 days of the Assistant Director of Accessibility and Equity' response. The Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer will request from the Assistant Director of Accessibility and Equity copies of: the complainant's original written grievance, incident summary reports filed by other involved parties, and the Assistant Director of Accessibility and Equity' written response to the complainant. The Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer will have 10 days to review the appeal and this review will be based on the written report given but may also include personal interviews and additional requests for information. Within 10 days (of the end of the appeal review) the Executive Director for Diversity, Equity and Inclusion / Chief Diversity Officer will issue a written determination of the appeal or notice (signed by the complainant) indicating that the grievance has been satisfactorily resolved – unless the complainant is dissatisfied and advances to Step Four: Level 4 Grievance (Formal Complaint of Discrimination). The Executive Director for Diversity, Equity and Inclusion/Chief Diversity Officer will advise the President if the complaint has not been satisfactorily resolved.

Step Four – Level 4 Grievance (Formal Complaint of Discrimination)

If after utilizing these procedures a satisfactory resolution is still not obtained, the complainant may choose to file a complaint with the federal Office of Civil Rights. The Office of Civil Rights will take complaints and investigate them when appropriate.

CODE OF CONDUCT

La Roche University is a Catholic institution of higher learning whose objectives can best be achieved in a collegiate environment in which students can live and learn productively in a Judeo-Christian environment. Through the Campus Student Code of Conduct System, students have the right to use the Student Code of Conduct to address any perceived injustice caused by other students, while the University may use the system to take action against students in appropriate situations. The Student Code of Conduct was developed in conjunction with the University's Academic Senate, Student Government, General Counsel, and the Joint Statement on Rights and Freedoms of Students issued by the American Association of University Professors.

The Student Code of Conduct was developed to:

- Treat all students with equal care, concern, dignity and fairness.
- Protect the integrity of the University and its resources.
- Stress a positive living and learning environment.

Proceedings under the Student Code are not criminal proceedings. La Roche University adopts, for the purposes of this Code, the following protections for students: adequate notice of charges and of the hearing; impartial proceedings; an opportunity to provide evidence and witnesses in defense; the availability of an appeal; and the confidentiality of student code of conduct records.

Overview

The Campus Student Code of Conduct System provides a straightforward system for handling violations of the Student Code of Conduct. For all violations, a disciplinary hearing must be held by either the Dean of Students or the Director of Housing and Residence Life or their designees. In all cases, a student found in violation of the Student Code of Conduct has the right to one appeal through the University Student code of conduct Appeals Board. All disciplinary hearings and matters before the Appeals Board operate according to a set of established procedures.

Definitions

Preponderance of Evidence

La Roche's standard of proof is a preponderance of evidence, which means more likely than not. Unlike a court of law, which is beyond a reasonable doubt, this standard shows that the event is more likely to be true than untrue.

Administrative Hearing

A meeting with a professional staff member to determine the responsibility of an incident.

No Contact Order

Individuals with a no contact order are to have no unsolicited contact, whether directly or indirectly, physically or verbally, by letter, email or other correspondence including all social media, or through friends, family, or acquaintances with other individuals listed in the no contact order. No contact order that are not followed could face further sanctions.

Ban from Residence Halls

Individuals banned from the residence halls are not permitted to enter any residence hall owned, leased or controlled by La Roche University. They are excluded from all of the residence halls and may not enter or participated in any function within the confines of the residence halls. They are not permitted to enter or use La Roche University residence property from visitation, meals employment or any other purpose. This status also included exclusion from the residence hall lobbies, patios, adjacent parking lots, and walkways controlled by the university and adjacent University property.

Ban from Premises

Individuals banned from premises are not permitted to enter onto any property owned, leased or controlled by La Roche University. This includes all University buildings, grounds, walkways and parking lots controlled by the university.

How the Campus Student Code of Conduct System Works

The Campus Student Code of Conduct System of La Roche University is designed to implement the Student Code of Conduct. In that light, a student's confidentiality and privacy, self-esteem, and the opportunity for counseling are of major concern throughout the student code of conduct process.

Authority to Discipline

The primary authority to discipline is vested in the President of the University who delegates such authority to the Dean of Students and their designees.

The Dean may determine the appropriateness of cases to be adjudicated either through the student code of conduct system or through appropriate alternatives. Under certain circumstances, the Dean is vested with the authority to adjudicate all violations of the Student Code of Conduct. If it is determined that circumstances warrant different procedures, the Dean may follow procedures other than those outlined below. In all cases, due process will be followed.

Violations of the Student Code of Conduct

The following misconduct* is subject to the disciplinary sanctions outlined in this handbook.

* Note: The list of misconduct is not all-inclusive. The University reserves the right to supplement this list at its discretion.

- Acts of dishonesty, including but not limited to the following:
 - cheating, plagiarism, or other forms of academic dishonesty;
 - furnishing false information to any University official, faculty member or office;
 - forgery, alteration, or misuse of any University document, record, or instrument of identification;
 - tampering with the election of any University-recognized student organization.

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises. This includes excessive noise inside or outside of residence halls, classrooms, buildings or other University buildings.

- Physical violence, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- Attempted or actual theft of and/or damage to property of a member of the University community or other personal property.
- Vandalism and/or damage to University property or other public property. This includes unauthorized transfer of university property from one location to another or within a particular building.
- Littering inside of buildings or on University property, including disposing of trash in unauthorized areas.
- Permitting research animals in any University building which is not designed for research purposes, or permitting any other animals in any other University building. Certified, approved service animals are exempt from this policy (please see section on Accessibility).
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- Violation of published University policies, rules or regulations not specifically mentioned above.
- Violation of federal, state or local law on University premises or at University-sponsored or supervised activities.
- Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
- Use, possession, or distribution of drug paraphernalia.
- Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and University regulations.
- Public intoxication.
- Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises.
- Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in, by the University.

- Theft or other abuse of technology, including but not limited to:
 - unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - unauthorized transfer of a file
 - unauthorized use of another individual's identification and/or password
 - use of computing facilities to interfere with the work of another student, faculty member or university official
 - use of computing facilities to send obscene or abusive messages
 - use of computing facilities to interfere with normal operation of the University computing system
 - any and all conduct proscribed by the university's student computing policies and procedures

- Abuse of the student code of conduct system, including but not limited to:
 - failure to obey a request of a student code of conduct body or University official
 - falsification, distortion, or misrepresentation of information before a student code of conduct body
 - disruption or interference with the orderly conduct of a student code of conduct proceeding
 - institution of a student code of conduct proceeding knowingly without cause
 - attempting to discourage an individual's proper participation in, or use of, the student code of conduct system
 - attempting to influence the impartiality of a member of a student code of conduct body prior to, and/or during the course of, the student code of conduct proceeding
 - harassment (verbal or physical) and/or intimidation of a member of a student code of conduct body prior to, during, and/or after a student code of conduct proceeding
 - failure to comply with the sanctions imposed under the Student Code influencing or attempting to influence another person to commit an abuse of the student code of conduct system

La Roche Disciplinary Procedure

A student who is alleged to have violated the Student Code of Conduct will have a hearing before a hearing officer.

Mediation

The Dean or his/her designee may require students to meet for the purpose of mediation. In such cases, students are convened to discuss conflict situations or conduct violations. If mediation is not successful, student code of conduct hearings may be initiated if warranted.

Matters before a Hearing Officer

- A student who is accused of violating the Student Code, after reasonable notice, will meet with a hearing officer.
- The hearing officer shall be the Dean of Students or his/her designee.
- The hearing officer will determine whether there has been a violation of the Student Code and impose sanctions, if any.
- The hearing officer will notify the student in writing when a violation has been found.
- Due process shall be observed at all times during the hearing.

Special Circumstances

The Dean of Students (or his/her designee) conducts disciplinary hearings in the capacity of a hearing officer under the following circumstances:

- If counseling is deemed more appropriate and privacy or a sensitive matter is considered to be in the best interest of the student;
- Extenuating circumstances.

La Roche University Student Code of Conduct Appeals Board

Composition of Board

- The Appeals Board will be comprised of three members: one faculty member, one professional staff member and one student, one of whom will be designated “chair” by the Dean. A student alternate will be appointed to serve in the absence of the student member.
- A quorum of three members is required to conduct a disciplinary appeal review.
- A student found in violation of the Student Code of Conduct has the right to one appeal.

SGA Vice President of Judicial Affairs

The SGA Vice President of Judicial Affairs is a peer advocate for students who serves as a source of information concerning the workings of the Campus Student code of conduct System.

- The Student code of conduct Vice President is selected by both the president of the Student Government and the Dean of Students.
- Students may elect to have the SGA Vice President of Judicial Affairs accompany them to the Hearing Board proceedings and/or disciplinary meetings with University officials.

President's Clemency

- Any person found in violation of the Student Code of Conduct which results in any form of dismissal may petition the President of the University for clemency after the appeal process has been completed.
- A petition must be filed within 5 business days of the Appeal Board's decision.
 - During the pendency of this appeal, the assessed sanctions shall remain in effect.
 - The President shall have absolute discretion as to whether the petition will be heard or clemency granted.
 - If the President does not respond to the petition within 5 business days of its filing, the petition is assumed to be denied and no clemency will be granted.
 - The President's decision is final.

Hearing Record

There shall be a single record, such as notes of all hearings before the Hearing Officer.

- This record, including all evidence and documentation, will be maintained in the disciplinary files in the Office of Residence Life.
- These items are and shall remain the property of the University.

Procedure Before the Student Code of Conduct Appeals Board

Basis of Appeal

A student's appeal to the Student code of conduct Appeals Board will be based on one of the following issues:

- Whether the original hearing was conducted fairly in light of the charges and evidence presented;
- Whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
- Whether the sanction(s) imposed were appropriate
- Whether new evidence exists that is sufficient to alter a decision and which was not known to the person appealing at the time of the original hearing.

Procedure for Appeal

- The following procedure will be used in considering an appeal in student disciplinary cases:
- The student may file a written appeal to the Dean of Students within 72 hours of the disciplinary decision.

- The written appeal is not to exceed 3 type-written pages.
- The written appeal is forwarded to the Dean of Students.
- Both the student's written appeal and the response of either the Hearing officer or the Chair of the Hearing Board are submitted to the Dean of Students who forwards the appeal to the Appeals Board.
- The Appeals Board meets to consider the written statements.
- The Appeals Board will consider the written statements and other evidence presented at the original hearings and renders a decision by majority vote.
- The Appeals Board may:
 - affirm the original decision
 - reverse the original decision
 - reduce the sanction*
- * The Appeals Board may not increase the sanction.
- The parties involved in an appeal will be notified in writing by the Dean of Students of the decision within seventy-two hours unless the Appeals Board requires additional information pertaining to the case.

Any finding of disciplinary dismissal is automatically reviewed by the Dean of Students both to ensure that due process has been followed and that the dismissal is consistent with the mission and objectives of the University.

Sanctions

Nature of Sanctions/Consequences

A single violation of University rules, regulations, and policies subjects the student to one or more of the following ...

Warning

This reprimand may be given for violations of a less serious nature. The reprimand may be verbal or written.

Probation 1

A written reprimand for violation of specified regulations. This penalty is considered a "final warning," and the student is expected to exhibit exemplary behavior during the probation period. Probation is for a designated period of time and shall not be less than 1 academic semester for a particular violation.

Probation 2

In addition to the sanctions in Probation I, this sanction may impose on the student any of the following:

- reduction of student privileges;
- dismissal from the residence halls;
- dismissal from the University
- representing La Roche University

Placement on Probation II is likely should a student fail to comply with the sanctions imposed under Probation I or have been found to have violated any provision of the Student Code while on Probation I.

Loss of Privileges

Denial of specified privileges for a designated period of time.

Fines

An assessment of a proportionate monetary penalty. Fines will be paid on the student account and should be paid through the Student Accounts Office.

Restitution

Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions

Work assignments, service to the University, or other related discretionary assignments, with the prior approval of the Dean of Students or his/her designee, may be imposed. Discretionary sanctions that are not completed within the agreed upon time period will be converted into monetary fines.

Residence Hall Dismissal

Separation of the student from the residence halls. Upon dismissal, visiting privileges to all residence halls are revoked. Conditions for re-admission may be specified, but in all cases, the decision to re-admit the student is within the discretion of the Dean of Students.

University Dismissal

Separation of the student from the University. Upon dismissal, students are banned from campus. Conditions for re-admission may be specified, but in all cases, the decision to re-admit the student is within the discretion of the Dean of Students.

More than one of the sanctions listed above may be imposed for any single violation.

Other forms of sanctions may be assigned by a disciplinary jurisdiction provided they do not conflict with the above sanctions.

Other than University dismissal, disciplinary sanctions shall not be made part of a student's permanent academic record, but shall become part of the student's Student Life file. Student Life files are maintained by the Director of Housing and Residence Life and are kept for a period of 3 years following a student's graduation or, in the instance where a student did not graduate, 3 years after the disposition of the case.

The sanctions described in the Student Code of Conduct may be imposed upon student groups or organizations.

Special Conditions

Interim Suspension

In certain circumstances, the Dean of Students may impose a University or residence-hall suspension prior to a disciplinary hearing.

- Interim suspension may be imposed:
 - To ensure the safety and well-being of members of the University community or preservation of University property.
 - To ensure the student's own physical or emotional safety and well-being; or
 - If the student poses a certain threat of disruption of or interference with the normal operations of the University.
- During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Off-Campus Violations

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community and/or the pursuit of its objectives.

Violation of Law and of the Student Code of Conduct

- University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code, for example, if both violations result from the same factual situation.
- Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student.
 - If the alleged offense is also the subject of a proceeding before a student code of conduct board under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community.
 - The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
 - Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Notification of Parents

The University may disclose to a student's parent or legal guardian any violation of federal, state or local law governing the use or possession of alcohol or a controlled substance if:

- The student is under the age of 21, and
- The student has committed a violation of the University's policies with respect to such use or possession.

Miscellaneous

If a student has been charged with an alleged violation of the Student Code and chooses to withdraw from the University, that student is not exempt from La Roche University student code of conduct action.

- Pending disciplinary charges must be resolved prior to a student being permitted to return to the University.
- The student may be denied access to the University, residence halls, or other University facilities until all disciplinary charges have been resolved.
- A graduating senior who has been charged with an alleged violation of the Student Code will be ineligible for graduation until the disciplinary action has been resolved.
- A student who is accused of being an accessory to a violation is subject to the same charges as the student charged with the violation.

Amendments to the Student Code of Conduct

Proposed Changes to the Student Code of Conduct

- Proposed changes or amendments to this Code may be submitted to the Dean of Students.
- The changes or amendments must be approved by the President.
- The changes or amendments must be announced to the University community prior to implementation.

ACADEMIC POLICY

To maintain good academic standing, students must observe University regulations. The La Roche University catalog is the general reference for all academic policies and procedures. It is supplemented by additional notifications throughout the year. Students are responsible for knowing the policies and procedures which concern their own academic progress.

Information concerning registration, grading, transcripts and other academic matters are contained in the university catalog that can be found online.

Good Academic Standing

Undergraduate students are in good academic standing at the University when their cumulative and semester quality point averages are 2.000 or above.

Not In Good Academic Standing

Undergraduate students are not in good academic standing at the University when their cumulative and/or semester quality point averages are below 2.000. Students not in good academic standing may be required to work with a designated academic support advisor on strategies to enhance their academic performance. The Academic Standing Review Board carefully considers the individual circumstances of all students who are not in good standing and, at its discretion, may recommend that students not in good standing be subject to one of the following four categories of action: 1) Academic Warning; 2) Academic Probation; 3) Academic Suspension; or 4) Academic Dismissal.

Academic Warning

Students whose cumulative quality point averages (QPAs) are 2.000 or above but whose semester QPAs are below 2.000 will be placed on academic warning for the subsequent fall or spring semester.

Academic Probation

Full-time students whose cumulative quality point averages are below 2.000 (1.800 for freshmen), or who are subject to a second placement on academic warning, will be placed on academic probation for their subsequent fall or spring semester of enrollment.

Part-time students who have accumulated 12 credits attempted and whose cumulative quality point averages fall below 2.000 (1.800 for freshman) will be placed on academic probation for their subsequent fall or spring semester of enrollment. Any student placed on academic probation may be required to work with a designated academic support advisor on strategies to enhance his or her academic performance. Any student placed on academic probation may be restricted to no more than 13 credits for his or her subsequent fall or spring semester of enrollment, and may be subject to other conditions as required by the academic support advisor or the Academic Standing Review Board.

Academic Suspension

Any full-time student whose semester quality point average is below 1.000 or who is subject to a second placement on academic probation may be immediately suspended from the University for the subsequent spring or fall semester. Suspension decisions are made by the Academic Standing Review Board. Students who have been suspended will be assigned an academic support advisor with whom they will work to accomplish the prescribed strategies necessary for their reinstatement. Reinstatement of any student who has been suspended will be at the discretion of the chair of the Academic Standing Review Board, in consultation with all necessary university constituents, based on consideration of the student's written request for reinstatement. Students reinstated from a suspension will remain on academic probation during the semester of their re-enrollment and will be required to comply with an academic support plan set forth by the Office of Student Academic Support Services. Students will be informed, in writing, prior to the beginning of the semester of the Academic Standing Review Board's decision, and the terms with which the students must comply.

Academic Dismissal

Students may be dismissed from the University if they are subject to placement on academic probation for two consecutive semesters or fail to make progress after reinstatement to the University from suspension. Dismissal decisions are recommended by the Academic Standing Review Board to the Provost for Academic Affairs. The Academic Standing Review Board will carefully consider the student's total academic record prior to making a recommendation to dismiss. Reinstatement of any student who has been dismissed will be at the discretion of the Provost for Academic Affairs, in consultation with the chair of the Academic Standing Review Board and all necessary University constituents, based on consideration of the student's written request for reinstatement. Students reinstated from dismissal may have to serve a semester of suspension or will remain on academic probation during the semester of their reenrollment if permitted to return. Returning students will be required to comply with an academic support plan set forth by the Office of Student Academic Support Services. Students will be informed, in writing, prior to the beginning of the semester of the Academic Standing Review Board's decision, and the terms with which the students must comply.

Appeal Policy and Procedure

Students may appeal an academic suspension or academic dismissal by submitting a letter to the Dean of Academic Support Services within ten business days of the date of the Academic Standing decision letter. The deadline for appeals will be specified in each letter sent to the student. The written appeal should fully describe the student's reason for poor academic performance, others who might be aware of the situation, and specific steps they plan to take toward improvement. Once received and considered by the appropriate parties, the appeal decision will be communicated in writing to the student by U.S. mail and by other means if necessitated by time constraints.

Grade Appeal Policy and Procedure

Students may seek review of a grade through a formal grade appeals process. A grade will be reviewed by the grade appeals committee on the basis of whether the grading procedure was effectively communicated to students at the beginning of the semester, and to determine whether the communicated grading procedure was followed.

To make such a determination, faculty may be asked by the grade appeal review committee to:

- Explain the basis or criteria for a grade.
- Demonstrate that the basis or criteria was communicated at the beginning of the semester, and
- Demonstrate that the grading procedure was not indiscriminately applied.

The methodology faculty may use in teaching or grading will not be reviewed in the formal grade appeal process.

In the appeal proceedings, the burden of proof is on the student appellant to prove that a change of grade is the appropriate course of action in his or her case. Students may not use the grade appeal process to challenge university policy.

For the purpose of undergraduate student grade appeals, the grade appeal review committee comprises:

Three faculty members, plus two alternates named by the Provost for Academic Affairs;

- A representative from the Administration named by the Provost for Academic Affairs;
- The Vice President of the Student Government Association;
- One undergraduate student (plus one alternate) elected by the Student Government Association

For the purpose of graduate student grade appeals, the committee comprises:

- Three faculty members, plus two alternates named by the Associate Provost for Academic Affairs and Academic Dean; at least one voting member must have regularly

taught in one of the graduate programs.

- A representative from the Administration named by the Associate Provost for Academic Affairs and Academic Dean;
- Two graduate students. A pool of six graduate students will be selected by the Associate Provost for Academic Affairs and Academic Dean. Student and faculty alternately excuse two students each with the remaining two students serving on the committee.

Step	Responsible Party	Task	Deadline
1	Student	Informal contact with instructor to clarify concerns and make efforts to resolve the grade issue.	Anytime.
2	Student	Submits written statement to instructor that a grade appeal is desired.	End of 6th week of semester after the disputed grade.
3	Instructor	Must respond in writing to the student.	Five class days after receipt of student's statement.
4	Student	Must prepare a written appeal giving a clear and precise statement including a statement that the student has complied with the first two steps, the specifics of the appeal and suggestions as to what the student would consider a fair resolution of the appeal, with supporting reason(s). The statement must be submitted to the instructor and the instructor's chairperson. Student must also submit copies of all relevant correspondence and documents, including notes on verbal communication, email, and written exchanges to the Department/Program Chair.	Seven calendar days after receipt of response from instructor.

5	Instructor	Will submit a written response to the department chairperson and to the student. Instructor must also submit copies of all relevant correspondence and documents, including notes on verbal communication, email, and written exchanges to the Department/Program Chair.	Seven calendar days upon receipt of the student's appeal letter.
6	Department / Program Chair	Will attempt to resolve the conflict between the instructor and student. Will write a letter stating the status of the student's grade after communicating with all parties.	Seven calendar days upon receipt of response from instructor.
7	Student	Will submit a request in writing to the appropriate Division Chair for a hearing before the Grade Appeal Review Committee.	Three class days upon receipt of letter from Department/Program Chair.
8	Division Chair	Will convene a meeting of the Grade Appeal Review Committee who will follow hearing procedures adopted by the University.	Three weeks upon receipt of the request for a hearing.
9	Grade Appeal Review Committee	Makes final determination about the appeal and informs all parties involved, including the registrar, the student, the faculty member, and the department/program chair.	One week following the hearing. The entire process must be completed during the semester within which the appeal is filed.

Plagiarism and Cheating

As an institution of higher education, La Roche University values academic integrity and honesty. Upholding these values involves the community of teachers and learners.

Academic Integrity Issues

Faculty.

La Roche University faculty has a responsibility to uphold academic integrity such as:

- Create an intellectual and educational environment that reinforces academic honesty.
- Define and promote academic honesty (i.e., in course outlines)
- Discuss plagiarism with students at different points throughout the semester.
- Provide a strong example, such as withstanding pressures to change students' grades
- Monitor students during exams
- Develop assignments that minimizes the opportunity for dishonesty
- Check for differences between research materials and students' submitted assignments
- La Roche University faculty is required to provide information about penalties for academic misconduct on all course outlines.
- La Roche University faculty should respond to breeches of integrity by:
 - Taking disciplinary action against students who have violated the standards;
 - Reporting the names of students who have apparently violated these standards to the Office of the Provost for Academic Affairs (PAA) who will inform the Student Life Office, the Student Academic Support Services Office and the student's adviser.

Students

La Roche University students are responsible for honest completion and representation of their work. By submitting signed work, students attest to the originality of the effort. The following are examples of academic dishonesty and are subject to discipline:

Plagiarism

Plagiarism is presenting another person's work as one's own. Plagiarism includes directly quoting or otherwise representing (paraphrasing or summarizing) as one's own the written work of another person without acknowledging through citation appropriate to a specific discipline the source of the information and/or knowingly providing assistance to another student through shared work.

Academic writers are expected to utilize sources, for it is the interaction between self and others that actually constitutes academic writing. Likewise, it is expected that these sources will be properly cited.

- When writers use the exact words of another writer, they must use quotation marks to distinguish between their own voices and the source. The source must also be formally cited.

- Writers must also formally acknowledge the sources of ideas they borrow, wherever possible.
- When a source is cited, the borrower cannot paraphrase too closely to the original by making only incidental changes to words and grammar.
- When a student relies so heavily on outside sources that the paper is void of the student's original thoughts and ideas.
- Selling or purchasing materials such as papers that are submitted as the student's endeavor is considered plagiarism.

Cheating

Requesting and/or receiving information from other students or unauthorized sources, and/or providing information to other students regarding tests, exams or individual assignments. Reuse of assignments: whole or part of work submitted for another class must not be reused without permission from the instructor.

Falsification of academic materials

Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.* Misrepresentation of documents: Forgery, alteration, or misuse of any university or official document, record or instrument of identification.*

Penalties

Academic dishonesty is a serious and sensitive issue, and these measures have been established in order to protect the faculty member, the student, and their respective integrity.

- Instructors will report breaches of integrity to the Office of the Provost for Academic Affairs as a clearinghouse to identify students who are repeat offenders. A copy of the written report will be submitted to the offices of Academic Enrichment, Student Life, and the student's advisor. The written faculty report must be submitted within the semester of the offense and contain full documentation of the incidence including photocopies of the materials deemed dishonest. Records will be maintained in the VPAA's Office for five years.
- Under most circumstances, the instructor will handle breaches of academic honesty. It is the instructor's duty to meet with the student promptly and privately in order to inform him/her that there is a reason to believe that s/he has committed an offence in violation of his/her academic integrity.
- The instructor has the responsibility to match the punishment to the misdeed.

- A student may be required to redo a dishonest assignment or retake a test where cheating occurred, may be failed on the same, or failed for the course. In any event, the breach of integrity should provide a learning opportunity for the student.

The University retains the right to dismiss students for repeated instances of academic dishonesty.

Appeals

A student has the right to dispute allegations of misconduct. The student should first meet with the faculty member responsible for the allegation. If the dispute is not resolved, the student may take the matter to an Academic Integrity Appeals Board.

This standing committee will have five members. Two faculty members of the board will be selected by the Division Chairs; two students will be appointed by the Provost for Academic Affairs; and one member of the Academic Standards Committee will be appointed as the faculty representative to the board. If necessary, alternates will be selected.

Record Keeping

Instructors will report breaches of integrity to the Office of the Provost for Academic Affairs as a clearinghouse to identify students who are repeat offenders. The written faculty report must be submitted within the semester of the offense and contain full documentation of the incidence including photocopies of the materials deemed dishonest. Records will be maintained in the VPAA's Office for five years. *Adapted from undergrad-atatalog.buffalo.edu/policies/course/integrity.shtml

UNIVERSITY WIDE POLICIES

Animals on Campus

Dogs are permitted on campus grounds when on a leash. No pets are permitted on athletic fields. As a general rule, students are not permitted to bring pets into buildings unless it is for pre-approved or programmatic reasons such as service animals, emotional support animals, therapy dogs, or part of a university sponsored program with advance permission from the Student Life Office. Separate policy exists for service animals and emotional support animals.

Alcoholic Beverages Policy

La Roche University recognizes that the misuse and abuse of alcohol is a serious issue affecting university students, the community and our society. It is well-established that misconduct such as vandalism, physical assault, excessive noise and other misbehavior results primarily from the misuse and/or abuse of alcohol by students and their guests. The purpose of this policy therefore is to foster the growth and development of the student by promoting an alcohol-free environment. This policy is intended to reflect La Roche University's commitment to the principles, goals and ideals described in the university's Mission Statement.

- La Roche University students and/or their guests, regardless of age, are not permitted to use alcoholic beverages in the residence halls or on campus grounds. Students who are knowingly present during a violation of this policy are subject to the procedures and sanctions listed below. *See below for Peters Hall exception.
- La Roche University students who are at least 21 years of age are permitted to use alcoholic beverages while participating in officially sanctioned University events where alcohol is sanctioned.
- Public intoxication, disorderliness or offensive behavior on campus deriving from the use of alcoholic beverages on or off campus is subject to disciplinary action.
- Collection of empty containers and/or packaging are not permitted.
- La Roche University students are expected to assume total responsibility for their own behavior and that of their guests and to comply with the laws of the Commonwealth of Pennsylvania regarding alcohol.
- In cases involving the use of alcoholic beverages by an individual who is under the age of twenty-one, there is the potential for prosecution through the local courts.
- The University may notify the student's parent or guardian when action is taken regarding a violation of the alcoholic beverage policy. In compliance with the Federal Educational Rights and Privacy Act (FERPA) action taken under this paragraph pertains to students who are under the age of 21.

Definitions

Use of alcoholic beverages

Includes the purchase, use, possession or serving of alcoholic beverages.

La Roche University student

Any full-time or part-time student enrolled at the University.

Campus grounds

University-owned property and facilities, including, but not limited to, residence halls, common/public areas including hallways, parking lots, and athletic fields.

Knowingly present

Where a student knew or should have known that a violation of the La Roche University alcohol policy occurred and chose not to remove him or herself from the situation.

Officially sanctioned

University events: activities which comply with state and federal law and at which alcohol has been approved to be served by the President or her/his designee.

The Office of Housing and Residence Life have the primary responsibility for enforcing this policy. The Vice President for Student Life/Dean of Students shall have secondary responsibility and shall follow those guidelines listed in the Student Code of Conduct when a violation of this policy occurs.

La Roche University reserves the right, based upon the seriousness of the said violation, to enforce any of the above sanctions regardless of the student's conduct history.

Miscellaneous Offense

- First time found having a minimal collection of empty alcohol containers.
- First-time found having alcohol containers for decorative purposes.
- First-time having alcohol found during health and safety inspections and not being the primary student responsible for the alcohol.
- Miscellaneous offenses, as stated above, may result in a \$25.00 fine.
- Multiple infractions will result in a full alcohol offense.

First Offense

- Meet with La Roche University Counseling Services for a minimum of 1 session. Failure to do so will result in a \$25 fine. Rescheduling the appointment will result on a hold being placed on the student's account until the meeting with Counseling Services occurs.
- Complete an online AlcoholEdu Sanctions self-assessment program prior to the individual counseling session. Failure to complete this program will result in a \$25 fine.
- Attend an alcohol education class. These classes are offered monthly. Failure to attend will result in a \$50 fine. A hold will be placed on the student's account until this requirement is fulfilled.
- \$100 fine
- 16-week probation
- Parent and other interested parties may be notified. In compliance with FERPA, action taken under this section pertains to students who are under the age of 21.

Second Offense

- Meet with La Roche University Counseling Services for a minimum of 2 sessions. Failure to do so will result in a \$25 fine. Rescheduling the appointment will result on a hold being placed on the student's account until the meeting with Counseling Services occurs.
- \$150 fine
- 32-week probation
- 5 hours of community service
- Parent and other interested parties notification. In compliance with FERPA, action taken under this section pertains to students who are under the age of 21.

Third Offense

- Student shall be removed and/or banned from the residence halls and, in the discretion of the Director of Housing and Residence Life and his/her designee, be subject to further sanctions.

The number of offenses for violating a university policy, including the alcoholic beverages policy, is cumulative while a student is on probation. For example: if a student has a violation during the fall semester of his/her freshmen year resulting in probation, the student will be sanctioned as a first-time offender. If that same student has a second violation while still on probation, the violation will be processed as a second-time violation, regardless of whether or not the two violations were the same. Once a student's probationary period ends, any subsequent violations would be processed as a first-time violation again.

Peters Hall Alcohol Policy

Graduate students residing in Peters Hall are still expected to abide by the Alcoholic Beverages Policy stated above, with the following exceptions and stipulations: Residents who are twenty-one (21) years of age may possess and consume alcohol in Peters Hall only. Regardless of age, alcohol is prohibited in Bold Hall, Schneider Hall, and Mahler Hall.

- Residents and non-resident guests or commuters who are twenty-one (21) years of age or older are allowed to consume alcohol if the host of the room they are visiting is twenty-one (21) years of age or older.
- The number of alcoholic beverages per person twenty-one (21) years and older in Peters Hall cannot exceed:
 - twelve (12) 12-ounce containers of beer, two (2) 64-ounce growlers, or 144 ounces of beer in total; OR
 - one (1) pint container or one (1) 375 ml. container of liquor; OR
 - one (1) 1.5-liter container of wine; OR

- two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity, OR
- two (2) six-packs of malt beverages, hard seltzers or other mixed drinks sold in such quantity.

- Residents who are twenty-one (21) may not distribute or provide alcohol to any person under the age of twenty-one.
- Residents who are twenty-one (21) may not be knowingly present when a person under the age of 21 is consuming or possessing alcohol.
- Open containers of alcohol are prohibited outside of residential room spaces (including lounge areas, hallways, study rooms, etc...)
- Residents are responsible and may be accountable for their own actions and the actions of their visitor(s)/guest(s), including any room or building damages or injuries which result from actions during or after the consumption of alcoholic beverages.
- Only factory sealed containers of alcoholic beverages may be brought into on-campus housing. Micro-brewing or brewing alcohol of any kind in campus housing is strictly prohibited.
- Drinking games that promote mass consumption (e.g. beer/water pong tables, quarters, or flip cup) are not permitted. Items used for drinking games will be confiscated.
- Kegs, bulk containers, pumpers, beer bong, taps, beer funnels, and any device used to promote mass consumption of alcohol will be confiscated. In addition, the possession or storage of empty beer kegs, taps, other related accessories and other bulk dispensers is prohibited and these items will likewise be confiscated.
- Alcoholic beverages in possession of individuals under the age of twenty-one (21), any alcoholic beverages not permitted under this policy, or alcohol in excess of amounts permitted under this policy, will be confiscated and disposed of, regardless of ownership or origin.

Drugs Policy

La Roche University is committed to maintaining a healthy and safe environment that promotes respect for oneself and others. The university expects all students and student groups to comply with all local, state and federal laws. It is the responsibility of each individual student to be aware of and abide by, all federal, state, local ordinances and University policies. A guide to these regulations can be found in the Annual Fire & Safety Report located on the Public Safety website.

Students may not:

- Possess, use, or be under the influence of marijuana, cocaine and its derivatives, hallucinogens, barbiturates, amphetamines, or other controlled substances not permitted by law.
- Possess drug paraphernalia (bong, pipes, rolling papers etc.).
- Produce, distribute or sell any of the above referenced drugs or other addictive or illegal substance on University property.
- Be in the presence of evidence of possession or use (bodily response, odor etc.)

Drugs, paraphernalia and the names of those involved may be turned over to the McCandless Police Department. The university will not shield students from possible legal consequences of drug possession, use, and/or distribution.

The following will act as a guide should a student be found responsible for violation of any of the above polices.

The Office of Housing and Residence Life reserves the right, based upon the seriousness of the said violation, to enforce any of the below sanctions regardless of student's conduct history

Violation

Level 1

Violations include but not limited to:

- Possession of drug marijuana paraphernalia (bongs, pipes, rolling papers or other items used specifically to consume, inhale, smoke or inject illegal or controlled substances etc.)
- Evidence of possession or use (bodily response, odor etc.)

Sanction

1st Offense

- \$150.00 Fine
- 5 Hours of community service
- Alcohol and other drug class
- 1 individual counseling session
- Parent and other interested parties may be notified
- 16-week probation

2nd Offense

- \$250 fine
- 10 Hours of community service
- 2 Individual counseling sessions
- Parent and other interested parties notification
- 32-week probation

Subsequent Offense

- Removal/restriction from residence halls for 1 semester (minimum)
- Parent and other interested parties notification
- Must provide outside treatment completion prior to reapplying for housing.

Violation

Level 2

Violations included but not limited to:

Sanction

- Possession and/or marijuana
- Inducing or encouraging others to consume illegal substances

Sanction

1st Offense

- \$150 fine
- 10 hours of community service
- Alcohol and other drug class
- 2 individual counseling sessions (minimum)
- Parent and other interested parties notification
- 16-week probation
- Possible police intervention

2nd Offense

- \$250 fine
- 15 hours of community service
- Reflection paper (2 pages)
- Parent and other interested parties notification
- 32-week probation
- Possible police intervention

Subsequent Offense

- Parent and other interested parties notification
- Removal/restriction from residence hall for one year (minimum)
- Possible police intervention
- Must provide outside treatment completion prior to reapplying for housing

Violation

Level 3

Violations included but not limited to:

- Possession and/or use of ALL illegal drugs, controlled substances, or other's prescription drugs
- Dealing or distributing illegal drugs, controlled substances or prescription drugs

Sanction

- Removal/Restriction from residence halls for 1 year (minimum) and may result in dismissal from the University
- Parent and other interested parties notification
- Must provide outside treatment completion prior to reapplying for housing.
- Possible police intervention

Good Samaritan/Medical Amnesty Policy

La Roche University strongly encourages students to call Public Safety or Residence Life Staff (either professional or student staff) for medical assistance for themselves or for other individuals who are dangerously under the influence of alcohol or drugs. No student seeking medical treatment for the effects of drug or alcohol use will be subject to University discipline for violating the Alcohol or Other Drug policy. This medical amnesty will be granted to both the intoxicated student and the student seeking medical assistance for the intoxicated student; however, the intoxicated student will be required to meet with Counseling Services to thoroughly discuss their actions and the impact they have on the community in order to receive medical amnesty.

Statement of Concern

The Office of Housing and Residence Life may issue a statement of concern for alleged violation of the student code of conduct in lieu of a full student code of conduct hearing. A student has the right to respond in writing to the statement of concern. Such statements will be placed in the student's disciplinary file and may be a basis for further disciplinary actions.

Hazing Policy

No organization at La Roche University shall conduct hazing activities. It is illegal and against university policy to force or coerce a student to participate in an activity or organization at La Roche University. Consent is not a defense of hazing. This policy applies to on and off campus activities sponsored by organizations.

It is illegal to intentionally, knowingly, or recklessly, force or coerce a student to violate criminal laws, consume food, liquids, alcohol, or drugs that would subject the person to risk of emotional or physical harm. This would include paddling in any form, creation of excessive fatigue, quests and scavenger hunts, road trips, and wearing of public apparel which is conspicuous and not normally in good taste.

In addition, it is illegal to endure brutality of a physical, mental, or sexual nature or endure any activity that creates a reasonable likelihood of bodily injury. This would include any actions which are demeaning to women or men including date rape, gang rape, verbal, and/or sexual harassment.

The hazing policy has been updated in context of Pennsylvania's Timothy J. Piazza Anti-hazing Law (Senate Bill 1090) in 2019.

Incidents of Hazing should be reported to the Center of Student Development or the Director of Public Safety. No student seeking medical treatments for the effects of hazing will be subject to university discipline for violating the University hazing policy. La Roche will investigate all allegations promptly and in accordance with defined internal procedures.

Students, organizations, or employees who are found to have violated this policy will be subject to disciplinary action, which may include fines, withholding of diplomas, disbandment of the offending organizations, probation, dismissal, or termination.

The university will publicly post a report of all hazing violations for the past five years on the Public Safety website.

Non-discrimination Policy

La Roche University admits qualified students of any age, sex, race, religion, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the University. The same policy is followed with respect to all employees, regardless of rank or classification. La Roche University does not discriminate on the basis of sex, race, religion, color, disability, ethnic and national origin, in the administration of its educational policies and programs, admissions processes, scholarship and loan programs, employment practices, athletic and other University administrative programs.

La Roche's non-discrimination policy is administered in accordance with Title IX of the 1972 Educational Amendments, and all other applicable federal and Pennsylvania statutes. All inquiries should be directed to the Director of Human Resources.

Preferred Name Procedure

Students may determine and designate a preferred first name that they want to be known by in university systems. A student's preferred first name will be used on:

- Student ID Card
- Class Rosters

- Dean's List
- E-mail Address
- Faculty Advisee Lists
- Library Records
- Canvas
- Residence Life Contracts and Rosters
- Athletic Rosters

Please note that any other records through academic affairs, student accounts, financial aid, or other areas will still require a student's legal name to be used. If a student changes their legal name, they will be required to provide appropriate documentation in order for this to be changed in the university's system.

To request a preferred name change or to indicate a legal name change, students should contact the Office of the Registrar to complete a "Petition for Name Change on University Records" form.

Racial/Ethnic Harassment Policy

La Roche University admits qualified students of any sex, race, color, handicap, religion, national and ethnic origin or veteran status, to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other University-administered programs.

The University is committed to serving a diversity of students by providing educational and extracurricular programs which will enhance their overall educational experience. The University is unalterably opposed to any form of harassment which is defined as any word, gesture, picture or symbol (verbal or written) that is commonly understood to convey hatred or contempt, or to demean, alarm or abuse an individual (or group) because of his/her sex, race, color, handicap, religion, sexual orientation or national and ethnic origin.

Sexual Misconduct Policy

La Roche University is a community of people dedicated to academic achievement and personal development. The university endorses and supports values developed in the Catholic tradition and recognizes that the community living on campus demands commonly accepted standards of conduct.

In compliance with Title IX of the Education Amendments of 1972 and other applicable laws, La Roche University prohibits sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence and any other type of sexual misconduct.

La Roche can assist students with medical assistance, advocacy and support services, and housing or academic accommodations.

Employees who have knowledge of any form of sexual misconduct that occurs on our campus or that involves any employee, student or guest, are required to report the incident immediately. Any employee who believes she or he is a victim of sexual misconduct should bring the matter to the attention of her/his supervisor or the associate vice president for human resources.

Sexual Harassment Policy

La Roche University prohibits all forms of sex discrimination on its campus including sexual harassment of students by faculty, staff and other students. Students have the right to file a complaint against an alleged harasser through grievance procedures which are posted throughout campus.

Definitions

Sexual harassment - Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal, nonverbal or physical conduct of a sexual nature.

Sexual violence - Refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. Acts of sexual violence include, but are not limited to: rape, sexual assault, sexual battery and sexual coercion.

Hostile environment - Created when a member of the faculty or staff or another student sexually harasses a student and the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from programs offered by the university.

Preponderance of Evidence - La Roche's standard of proof is a preponderance of evidence, which means more likely than not. Unlike a court of law, which is beyond a reasonable doubt, this standard shows that the event is more likely to be true than untrue.

Procedure

The following procedure will be followed in these cases:

- All complaints shall be filed with the university's Title IX Officer. In the case where a complaint has been filed against a staff member or faculty member, the Director of Human Resources will be also be given notice. These complaints will be documented in writing by the Title IX Office and/or Human Resources.
- All complainants shall be afforded a prompt and equitable resolution.
- Upon notice of a complaint, the University will take prompt steps to protect the complainant as necessary, including taking interim steps before the final outcome of the investigation.
- Informal mediation may be used to resolve a complaint.
 - Complainant will be notified of the right to end the informal process at any time and begin the formal stage of the complaint process.
 - Mediation will not be used to resolve sexual violence complaints.
 - At no time will the complainant be required to resolve the problem directly with the alleged perpetrator.
- The University shall undertake an adequate, reliable and impartial investigation of complaints.
- There will be an opportunity for both parties to present witnesses and other evidence.
- A preponderance of the evidence standard will be used to evaluate complaints.
- Written notice of the outcome of the complaint and sanctions, if any, shall be given concurrently to the parties.
- Either party has the right to appeal the findings or remedy.

Sexual and Domestic Misconduct, Stalking, and Dating Violence Policy

La Roche University is a community of people dedicated to academic achievement and personal development. The University endorses and supports values developed in the Catholic tradition and recognizes that community living on campus demands commonly accepted standards of conduct. Sexual and domestic misconduct, stalking, and dating violence are violations of these standards. This policy is intended to reflect La Roche University's commitment to the principles, goals, and ideals described in the University's Mission Statement.

The University prohibits sexual and domestic misconduct, stalking, and dating violence. Infractions of this policy by students will be considered violations of the University's Student Code of Conduct and adjudicated accordingly. If, in the judgment of the Dean of Students, the situation so warrants, students may be dismissed from the University.

In the case where an employee or a faculty member is found to have violated this policy, they shall be subject to the appropriate discipline, up to and including termination, as outlined in La Roche University's discipline policy. To the extent that conduct in violation of this policy may also constitute a violation of Pennsylvania criminal statutes, violators may be subject to criminal sanctions.

Sexual misconduct

Sexual intercourse or indecent conduct (i.e. touching of sexual or other intimate parts of a person for the purpose of arousing or gratifying sexual desire) which occurs on campus between individuals who are not married.

Domestic violence

Violence committed by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. Moreover, a person similarly situated to a spouse of the victim under the domestic or family violence laws or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania is included in this definition.

Dating violence

Violence committed by another person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) the length of the relationship, b) the type of relationship, and/or c) the frequency of interaction between the persons involved in the relationship.

Stalking

Purposely engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for his or her safety or the safety of another person, feel seriously alarmed, disturbed or frightened, or suffer substantial emotional distress.

Sexual Exploitation

Sexual exploitation involves taking nonconsensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors: electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; voyeurism –allowing third parties to observe private sexual acts, distributing intimate sexual information about another person without that person's consent, and/or non-consensual pornography.

Consent

Is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. A person is not competent and therefore lacks the ability to consent where there is either forcible compulsion or incapacity to consent. A person is deemed incapable of consent when that person is either less than sixteen years old, mentally incapacitated, or physically unable to resist. It is important to remember that silence, by itself cannot constitute

consent. Consent to one sexual act does not constitute or imply consent to a different sexual act. Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the party's relationship status or sexual history together. Consent cannot be given if either participant is unable to provide positive cooperation either due to unconsciousness or incapacitation under the influence of drugs or alcohol.

Preponderance of the Evidence Standard

La Roche's standard of proof is a preponderance of evidence, which means more likely than not. Unlike a court of law, which is beyond a reasonable doubt, this standard shows that the event is more likely to be true than untrue.

Sexual Assault Policy

The La Roche University sexual assault policy has been developed to ensure that every measure is taken to provide a healthy and safe environment, the essence of which is intellectual honesty, trust, integrity and respect for one another. The University strives to develop a culture and environment consistent with this philosophy.

The aim of this policy is to create an awareness of sexual assault. The policy is intended to safeguard the rights of a victim by treating the individual with respect, by advising her/him of her/his rights and by supporting her/him through her/his ordeal. At the same time, the rights of due process of the alleged assailant are protected as stipulated in the student conduct code.

The sexual assault policy prohibits all forcible and no-forcible sex offenses. In Pennsylvania those offenses include rape, incest, aggravated indecent assault, and spousal sexual assault, voluntary and involuntary deviate sexual intercourse and indecent assault. The University's sexual assault plan includes educational programming for prevention, training for first responders, and victim support services in the community and on campus. La Roche realizes the importance of education for preventing acts of sexual assault and focuses on programming which identifies precipitating factors such as alcohol, societal values, and peer pressure. Since a positive first response can set the stage for a victim's healthy recovery, a key component of the program is training for Resident Assistants and security personnel. An integral part of the program is the availability of counseling and other support services in the community and on campus.

Procedures are established to ensure that the victim of a sexual assault is supported throughout the difficult experience. The process is intended to address the victim's physical and mental well-being and his/her legal rights and options. The assailant is advised of her/his rights of due process.

The University Student code of conduct System has jurisdiction in matters related to violations of the sexual assault policy. All students have the right to use this system to

address any perceived injustices caused by other students. The University may file charges against an alleged assailant without the support of the victim provided that there is corroborating evidence that an assault has occurred. In such cases, no pressure will be placed upon the victim to testify.

A Guide to Reporting

Students who have been a victim of sexual assault, dating violence or another type of sexual harassment are encouraged to talk to someone about what happened. All reports made to the Title IX office will be taken seriously. If the reporting party requests that the report remain confidential, the University will make all reasonable attempts to comply with this request consistent with the University's obligation to respond to sexual assault reports.

Confidential reports of sexual misconduct may be referred to Counseling Services. Reports made to counseling services will not be shared on an individual or identifying level, however statistics may be shared with the Title IX coordinator for reporting purposes.

The Title IX Coordinator will review the report and reach out to the reporting party (if known) to review resources and support measures including: a no contact order, academic accommodations, housing accommodations, work place accommodations and other safety and support measures. Options for further investigation and resolution may also be reviewed.

Students who report their sexual assault will not face disciplinary action regarding drugs, alcohol, or other minor student conduct violations that may have been associated with their assault.

Any member of the La Roche community may also make reports pertaining to title IX online and anonymously. This online reporting option is NOT an emergency service. For emergency services, call Public Safety at 412-536-1111

Anonymous reports may impact the University's ability to respond or pursue appropriate action against the alleged perpetrators.

EMERGENCY NUMBERS	
McCandless Police	911
Pittsburgh Action Against Rape	1-866-END-RAPE

Public Safety	412-536-1111
Counseling Services	412-918-6372
Resident Assistant	On duty
Bold Hall	412-865-6546
Lower Campus	412-865-6592
NON-EMERGENCY NUMBER	
Title IX Coordinator and Vice President for Student Life and Dean of Students – Colleen Ruefle	412-536-1069
Director of Public Safety – Mark Wilcox	412-536-1104
Director of Counseling Services – Erin Dorsch	412-847-2506
Director of Residence Life – Ashley Testa	412-536-1194
Director of Campus Ministry – Fr. Peter Horton	412-536-1050

For additional information, visit the policies and procedures page on the University’s intranet.

Inquiries also may be referred to the Office of Civil Rights, United States Department of Education at 800-421-3481.

Victims of sexual and domestic misconduct, stalking, and/or dating violence are encouraged to preserve any evidence by not bathing, changing clothes or cleaning up in any way. This should include any written or social media evidence. Victims may want to meet with a University counselor and the victim has the right to notify or decline reporting to public safety or local authorities. Campus officials may assist in reporting to the local police department.

The University will assist in changes in academic and living arrangements if desired and if available. A no contact order from La Roche may be issued. Public Safety may assist students and employees regarding orders of protection, no contact orders, restraining orders, or similar orders issued by a criminal, or civil court.

University personnel are required to notify the University’s Title IX Coordinator as soon as reasonably possible upon receiving a report of sexual misconduct.

Students shall receive a written explanation of her/his rights and options.

Investigation of Complaints

La Roche University will investigate all allegations promptly and in accordance with defined internal procedures. The procedures will be conducted by officials who have received training on issues related to this policy. Employees and/or students who are found to have violated this policy will be subject to disciplinary action, up to and including dismissal or termination. If a complainant is found to have been intentionally or maliciously dishonest, reckless, or frivolous in making the allegations, the complainant shall be subject to appropriate disciplinary action.

All direct or indirect forms of retaliation and/or intimidation (physical, verbal, social networking, etc.) against the accuser/accused, or person who provides information about incidents of sexual misconduct will not be tolerated. Furthermore, any person who is found responsible for any form of intimidation or retaliation may be subject to disciplinary action.

La Roche respects the privacy of those reporting sexual misconduct; however, because of the serious nature of allegation of sexual misconduct and potential impact on the broader campus community, confidentiality cannot be guaranteed. Both parties simultaneously shall be informed in writing of the outcome of any institutional disciplinary proceeding, the appeal process, and any change to the results, and a timeframe for results.

Rights and Responsibilities of Complainant, Respondent, and University

During the student conduct process for a sexual misconduct complaint:

- A complainant has the right file a charge when she or he believes sexual misconduct has occurred.
- A respondent has the right to notice of charge and an opportunity for an administrative hearing in accordance with the student conduct process.
- A complainant and respondent both have a right to appeal the outcome.
- A complainant and respondent both have the right to view the material that will be considered.
- A complainant and respondent both may have an advisor of their choice be present during the investigation; however, the advisor is not permitted to interrupt the investigation in any situation.
- La Roche will take prompt and effective steps to ensure the safety of the complainant if necessary.
- La Roche will investigate the complaint if warranted.
- La Roche will notify both parties of the outcome.

Campus Guest Policy

La Roche students are responsible for the actions of their guests and may be held accountable through the Campus Judicial System for the actions of their guests. A guest is defined as any invited or uninvited person who is in the presence of a La Roche student. The student acting as host is responsible for informing his/her guest of the university regulations and assumes full responsibility for a guest's behavior. The host assumes financial responsibility for any damage charges that may occur as a result of the guest's actions. (See "Guest" section of Residence Life).

Student Grievance Procedure

La Roche University affirms the right of students to due process when they feel that they have been unjustly treated by University faculty, administration or staff. These procedures were developed so that students may have an opportunity for due process in non-disciplinary matters such as disputes with administration, apparent arbitrary judgment and unjust or discriminatory treatment. Disciplinary matters, such as violations of University policy and state and federal laws, will be handled in accordance with the Campus Student code of conduct System. Grade appeals are handled by using the Grade Appeal Procedure.

These procedures were formulated by members of the student body, faculty and administration to ensure the rights, integrity and position of both the student and the party involved in the alleged grievance. The University also affirms the right of the parties involved to defend their positions should they choose to do so. The Grievance Procedure may not be used to challenge a University regulation or policy. It may, however, involve the application or administration of a policy to a particular group of students or to a particular student.

Definitions

Grievance.

An incident in which a student feels he/she has not been fairly treated in a non-disciplinary matter.

Due process.

To assure that each student is provided a fair hearing.

Review Committee Membership

The Student Grievance Review Committee membership is made up of the following University community representatives:

- 3 students elected by Student Government;

- 2 faculty representatives elected by the Academic Senate;
- 1 Student Life staff member appointed by the Dean of Students (serves as chairperson);
- 1 Academic Affairs staff member appointed by the Provost for Academic Affairs;
- 1 administrative staff member from the Finance or Business Affairs offices appointed by the President.

This committee is formulated in the spring semester of each year. Members serve on the committee for the succeeding academic year and summer session.

If a member is not available to serve during the summer, an appointment will be made for that term by the appropriate person or governing body.

A quorum for the Student Grievance Review Committee is 6; (two students, one faculty, one student affairs representative, one academic affairs representative, and one member of the business office staff).

Procedures

If a student feels that he/she has a grievance(s), he/she must attempt to settle it by speaking to the faculty/staff member who is directly responsible for the grievance. This discussion must take place within 10 business days from the time the student becomes aware of the problem. The faculty/staff member who is directly responsible for the grievance must respond in writing to the student within 5 business days after the discussion has taken place.

If the student is dissatisfied with the results from step 1, the student will prepare a written appeal giving a clear and precise statement including the following:

- A statement that the student has complied with step 1 above.
- Specifics of the appeal.
- Suggestions as to what the student would consider as fair resolution of the appeal, with supporting reason or reasons. This appeal is made to the immediate supervisor of the faculty/staff member who is responsible for the grievance. A duplicated copy of the appeal is sent to the appropriate line and officer at the same time. This appeal must be in writing and must be delivered within 10 business days of the response from the person directly responsible for the grievance. The immediate supervisor must respond in writing to the student within 5 business days after receiving the appeal. This procedure may continue, with the same time limitations, until the administrative officer has responded.
- If the student is not satisfied with the outcome of steps 1 and 2, he/she may request a hearing before the review committee. This request is made in writing to the Dean of Students within 10 business days after receipt of the response from the administrative officer. The request is forwarded to the chairperson of the review committee. (See review committee composition for clarification). This request must include the nature of the grievance and a statement of the facts to be presented.

- The student and the faculty/staff member who is directly responsible for the grievance will then receive notification of the date, time and place of the hearing, along with a list of the persons serving on the review committee.
- The student, as the person directly responsible for the grievance, has the right to challenge for cause any member of the review committee; if the student, or the person directly responsible for the grievance, can establish bias on the part of the challenged member, the member may be excused. The chairperson of the review committee shall rule on such challenge and may confer with the membership of the committee (except the challenged member) in arriving at his/her decision. In cases where the chairperson is the member being challenged, the review committee will, by majority vote, decide whether or not the chairperson should be excused from the committee.
- The faculty/staff member who is directly responsible for the grievance has the right to be present, testify and answer questions should he/she choose to do so.
- The review committee must respond to the student, in writing, within 5 business days after the review committee hearing.
- The results of the hearing are appealable to the President. The student must appeal in writing within 10 business days after receiving the results from the review committee. The President must respond to the student within 5 business days. There is no appeal to the Board of Trustees.

ONLINE VERSION

This hard copy of the La Roche Student Handbook has been printed and distributed to you for your convenience. However, since the content contained in the Handbook may be updated periodically the University advises you to access the online version at laroche.edu/studenthandbook for the most current information.

Updated 8/2022



LA ROCHE UNIVERSITY MISSION STATEMENT

La Roche University, a Catholic institution of higher learning, founded and sponsored by the Congregation of the Sisters of Divine Providence, fosters global citizenship and creates a community of scholars from the region, the nation and around the world. The University integrates liberal arts and professional education in creative ways, empowering all members of our community to become lifelong learners, achieve success in their chosen careers and promote justice and peace in a constantly changing global society.

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STUDENT HANDBOOK

 LA ROCHE UNIVERSITY

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