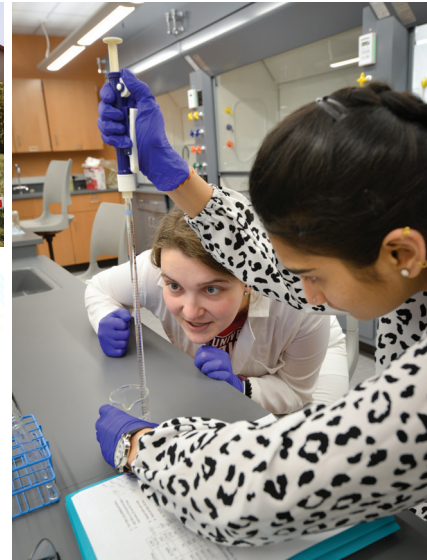




# STUDENT HANDBOOK



---

---

 **LA ROCHE** UNIVERSITY  
**STUDENT HANDBOOK**

**TABLE OF CONTENTS**

|                                                                         |           |
|-------------------------------------------------------------------------|-----------|
| <b>MISSION STATEMENT .....</b>                                          | <b>3</b>  |
| <b>HONOR CODE .....</b>                                                 | <b>3</b>  |
| <b>STUDENT SERVICES .....</b>                                           | <b>3</b>  |
| <b>PUBLIC SAFETY .....</b>                                              | <b>4</b>  |
| <b>INFORMATION TECHNOLOGY .....</b>                                     | <b>10</b> |
| <b>STUDENT FINANCIAL SERVICES .....</b>                                 | <b>15</b> |
| <b>STUDENT LIFE .....</b>                                               | <b>17</b> |
| <b>HOUSING &amp; RESIDENCE LIFE .....</b>                               | <b>26</b> |
| <b>THE KETTELER CENTER<br/>FOR PEACE, JUSTICE &amp; INCLUSION .....</b> | <b>35</b> |
| <b>ACCESSIBILITY SERVICES .....</b>                                     | <b>36</b> |
| <b>CODE OF CONDUCT .....</b>                                            | <b>39</b> |
| <b>ACADEMIC POLICY .....</b>                                            | <b>47</b> |
| <b>UNIVERSITY-WIDE POLICIES .....</b>                                   | <b>52</b> |

---

---

## 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.

---

## 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, 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, located in the Huber Academic Center (HAC) Building, sells academic and art materials, stationery, personal articles, and clothing. The Bookstore accepts cash, check, and credit/debit cards.

The Bookstore provides all books required for University classes. Special orders may be placed with certain conditions established by the Bookstore. Textbook purchases will be fully refunded within seven calendar days from the start of classes or within two days if purchased thereafter. During short, interim, or summer terms, refunds will be given within seven calendar days from the start of classes or within two 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 tries 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 also offers textbook rentals on select titles. Rental textbooks must be returned by the date established by the Bookstore, which is during final exam week of each semester. Students should check with The Bookstore for details on which books are available for repurchase. The book buy-back period occurs during the week of final exams.

---

## Mail Services

Upon request, 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. 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 not be responsible if the student violates this policy.

New students can receive their mailboxes and keys by coming to the Mail Center, located in the lower level of Wright Library. Students should pick up their keys during the first week of the semester. The Mail Center is open Monday through Friday from 7 a.m. to 3 p.m. Returning students who turned in their keys can pick them up in the mail room during regular business hours.

If a key is lost and needs to be replaced during the school year, students can request a replacement key at the mail room. The fee for a replacement key is \$5 and must be paid upon issuance. Resident student mailboxes are 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 mailboxes.

It is imperative for all personal mail and packages to be addressed according to University procedure so that all incoming mail is received and distributed in an effective and efficient manner. Address all mail 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 a text or email when their package is ready for pick-up. The notification will include an access code to retrieve packages from the lockers. Please note: Medicine or perishable items will not be placed in the lockers. Students receiving such items will be notified via email, and the items will be placed in a secured closet until picked up.

Students also may use the services of the Mail Center when sending mail or packages. Postage rates would be the current USPS rate and must be paid with cash or check. Debit/credit cards are not accepted. The USPS has requested that we inform students that currency should not be enclosed in any mail sent or received. Neither the University nor post office is responsible for monies lost in the mail.

If a student moves off campus, they may request their mail be forwarded by completing a Forwarding Mail Request form, 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 noted on the mail piece or held for a period of one month after which it will be shredded.

---

## PUBLIC SAFETY

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 at [https://laroche.edu/about/public\\_safety](https://laroche.edu/about/public_safety). The report contains security policies, alcohol and drug policies, sexual assault policy, and the campus crime statistics.

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

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

**To contact the Director of Public Safety, call:**  
**412-536-1104**

---

---

## **e2campus Emergency Notification System**

The e2campus Emergency Notification System alerts the campus community in the event of an emergency 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 should sign up for the e2campus emergency notifications at <https://laroche.omnilert.net/subscriber.php>.

## **Firearms & Weapons**

La Roche prohibits firearms and weapons on its campus. This prohibition extends to individuals having weapons in briefcases, purses, toolboxes, personal or University vehicles, or 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 Public Safety.

### **Definitions:**

- Firearms: including but not limited to handguns, rifles, pistols, and semi-automatic weapons.
- Weapons: including but not limited to bows 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**

Students may use the University grill or fire pit for sanctioned events through clubs and organizations. Both amenities must have prior authorization.

The fire pit is a permanent fixture located in the courtyard between Zappala Campus Center and Wright Library. The fire pit is 30 inches in diameter and fueled by propane. Public Safety will be able to turn it on and off at the start and end of any sanctioned event. Students may use the fire pit between the hours of 8 p.m. and 12 a.m.

Use of the fire pit must be granted by Public Safety and Student Development. Authorization forms are available at the Public Safety window in Zappala Campus Center. Student must complete the form and submit it within a minimum of four days prior to the event.

The grill is a permanent fixture located on the lawn between Bold Hall and Mahler Hall. The grill is four-burner grill and fueled by propane. Public Safety will be able to turn it on and off at the start and end of any sanctioned use. Students may use the grill between the hours of 11 a.m. and 11 p.m.

### **Rules for use:**

- On the day of the event, the responsible person should contact Public Safety 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 up the propane tank and light the fire pit. Ten to 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 to be turned off. The Public Safety Officer will turn the fire pit off and unhook the propane tank. Reach Public Safety 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 extinguish 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 Public Safety or staff, the fire will be extinguished, and the event will conclude 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**

La Roche gives 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**

Public Safety 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 also is available for students requiring transportation on campus to UPMC Passavant due to illness or injury. The escort can be arranged by contacting Public Safety.

### **Snow & Emergency Closing Policy**

La Roche closes or delays opening the campus during extreme weather conditions or a safety emergency. In extreme weather conditions, closing or delaying the opening includes canceling classes and events on campus, and 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 students are issued La Roche Identification (ID) Cards. The ID 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 La Roche ID or other appropriate forms of identification upon the request of a University official. ID cards are not transferable and may not be duplicated. Lost ID cards should be reported immediately to the Director of Public Safety, and a replacement card can be obtained for a fee of \$10. Students are expected to return their ID cards to Public Safety when they withdraw from the University. Students will be notified when and where they can obtain ID cards.

### **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 events 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/federal laws and regulations.
- Requests for UAS operations on University property must be submitted to the DPS at least five 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 confirms 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 Annual Security/Fire Safety Report, which is available to all students, faculty, staff, and prospective students on the intranet and public website.

### **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-served basis to commuter students, faculty, and staff. Resident students are charged a fee of \$100 for parking in residential parking lots. This 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 lot Monday through Friday 7 a.m. to 5 p.m.
- Commuter students, faculty, and staff are not permitted to park in the residence hall lots.

- 
- Additional parking is available behind the Motherhouse and the Kerr Fitness & Sports Center lot designated for University parking.
  - Visitor parking is available in front of and behind the Kerr Fitness & Sports Center.

**View Parking Map:** [https://intranet.laroche.edu/PublicSafety/pdf/LaRoche\\_College\\_Parking\\_Map.pdf](https://intranet.laroche.edu/PublicSafety/pdf/LaRoche_College_Parking_Map.pdf)

### **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 & Sports Center, and athletic fields. Commuter students are not permitted to park in the residence hall lots.

### **Residence Hall Parking**

Each residence hall has a designated 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 & Sports Center, and athletic fields. All guests in the residence halls must park in the area between the Kerr Fitness & Sports Center and Wright Library. All guests must register their vehicles with Public Safety.

### **Visitor Parking**

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

### **Traffic/Parking Regulation**

Public Safety officers 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 will be charged for lost parking permits. The replacement fee is payable at the Student Accounts Office in the Zappala Campus 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
- parking in a fire lane - \$75
- parking in a loading/unloading area - \$75
- parking where prohibited by a sign - \$25
- parking in an unauthorized lot - \$25
- parking in a reserved or handicapped space - \$100
- parking permit not displayed - \$25
- parking near a yellow curb - \$50
- parking in a space not designated for parking - \$25
- parking in more than one space - \$25

---

---

### ***Payment of Fines***

Parking fines must be paid within two weeks of the issuance at the Student Accounts Office in the Zappala Campus 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 10 business days of the notification. If the fine is not paid within 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 three or more unpaid parking fines may be subject to having their 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 has 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 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 Public Safety.
- All students must register during the first two weeks of the academic year during assigned times.

### ***Warning Stickers***

The University utilizes fluorescent 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 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 Information Technology resources and hours of operation, students should visit the Technology tab on the La Roche intranet.

### Network & Email Accounts

All students are provided a University network user account. The services provided through this account are access to Quick Launch, academic computer labs, Canvas, My.LaRoche, the Intranet, online library resources, printing, and the wireless network. A separate La Roche Microsoft Office 365 account, which includes email, 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 their 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, 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 logins, passwords, 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 Information Technology.
- User account passwords expire every 180 days.
- Network and email accounts are available to students for as long as they are enrolled and registered for classes, and for at least three months following graduation; accounts are disabled if a student withdraws or is no longer registered for classes.

### Student Password Management

Should a student forget their password, they should follow this procedure to change it:

- The student will first attempt to use the password management/forgot my password feature of the system that they need to access. For Canvas, email, or the La Roche network, use the “forgot my password” feature at <https://sso.laroche.edu>.
- If the automated password management feature does not work, the student can call the 24/7 IT Help Desk at 412-536-1234.
- The Help Desk may request some type of photo identification if not in person. If remote, a photo of the ID can be emailed to [help@laroche.edu](mailto:help@laroche.edu).
- If a photo ID is not available, the 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 on record with the University, home phone number on record with the University, or date of birth.
- The Help Desk employee will at no time volunteer any student information to the person requesting the change.

---

---

## Residence Halls

All residents have access to wireless Internet through Xfinity. More details about this service can be found in the Office of Housing & Residence Life section of the student handbook.

## 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, Canvas and other University systems. The Help Desk may offer guidance for student computer problems but will not perform hands-on work to repair a student-owned computer.

The Help Desk is located in Providence Heights, Room LLO9, and can be contacted at 412-536-1234 or [help@laroche.edu](mailto:help@laroche.edu). IT will set up a table during regular business hours in the Zappala Campus Center at the start of the fall and spring semesters.

## 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 & 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](http://www.copyright.gov), especially their FAQ’s at <https://copyright.gov/help/faq>.

## Privileges

The use of the network and Internet resources provided by La Roche is a privilege. Inappropriate use will result in a cancellation of those privileges, disciplinary action, and/or legal prosecution. The System Administrator(s) of Information Technology will deem what is inappropriate. The System Administrator(s) may lock or 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

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, and any computers provided by the University which are publicly accessible to students. 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 Information Technology.
- Use of such labs is restricted to students currently enrolled at La Roche. 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.
- 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 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 second floor, and Wright Library. Students in most majors are allotted \$50 per semester for printing; students majoring in a design program are allotted \$75 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 on the Intranet.

## Wright Library Resources

- Wright Library computer resources are managed and monitored by 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.
- Only small snacks and beverages are allowed in the Library. Full meals are not permitted.
- 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.
- 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, if not all, campus locations.
- The wireless networking resources may only be used by authorized students and only for academic purposes.
- Student computers must have approved and up-to-date antivirus software installed to access the wireless network.

## **Writers' Center Resources**

- Writers' Center resources are managed and monitored by Information Technology in conjunction with the Director of the Writers' Center.
- Writers' Center resources are available only to students currently enrolled at La Roche. Any exceptions must be previously approved by the Director of the Writers' Center.
- Writers' 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 Writers' Center.
- Disabling, or attempts to disable security and/or monitoring software/hardware, is strictly forbidden.
- Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in the Writers' Center computers.

## **Network Resources**

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 Information Technology.
- Any unauthorized attempt to gain access, whether electronic or physical, to the network/Internet resources of La Roche is strictly prohibited.
- Any unauthorized attempt to gain access to network/Internet resources of entities outside of La Roche is strictly prohibited.
- Any unauthorized attempt to alter any websites of La Roche 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 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 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 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 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 network and Internet resources is at your own risk.
- La Roche specifically denies any responsibility for the accuracy of information obtained through its services.

### **Offenses & 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 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 Intranet. Questions or comments about the computer labs can be addressed to the Chief Information Officer at [help@laroche.edu](mailto:help@laroche.edu).

### **Employment & Work-study Opportunities**

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

---

---

## STUDENT FINANCIAL SERVICES

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

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

La Roche partners with Transact CASHNet Payments to provide students and their families with easy, convenient, and secure ways to manage their finances. Through the MyLaRoche portal, students can access their personal information regarding their student account balance and information concerning financial aid. Plus, you can sign up for a payment plan, pay by e-Check or credit card, or enroll in e-Refund anytime! Please contact Student Accounts with questions or concerns: 412-536-1030 or [studentaccounts@laroche.edu](mailto:studentaccounts@laroche.edu).

### MyLaRoche Instructions

- Log in to **<https://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 **Billing and Aid**.
- 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 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.
- **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**
  - Four-month plans for fall and spring semesters.
  - Must enroll each semester by tuition deadline (no rollover).
  - \$25 enrollment fee is required each semester.
  - Autopay is available.
- **Saved Accounts**
  - Save checking/saving account/credit information for future use.
  - Use this to update/add/delete your payment information.

### Payment Options

As a La Roche student, you have several options available to pay for your education. For student account balances exceeding financial aid awards, you must use one of the following payment methods:

#### Cash or Check Payments

Make payments by cash or check in person. Students can make in-person payments at the cashier's window in Room 204 of the Zappala Campus Center from 9 a.m. to 3:30 p.m. Monday through Friday. Make checks payable to La Roche University. **Please include your student ID number on the check.**

---

---

Internet ACH Payment (e-Check) is a secure method for paying your bill online. To make an electronic check payment, log into your My.LaRoche account. A service fee applies to this option. Make sure you follow the instructions 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 La Roche 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. Credit cards for tuition payment are only accepted online and not in Student Accounts.

**Please Note:** All web payment transactions completed after **6 p.m. EST** will be effective the following business day.

### **Payment Plan Information**

La Roche offers a payment plan that lets you divide tuition and other expenses not covered by financial aid into smaller monthly payments. Through this payment plan, you may spread your payments over four months for each semester. 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 Student Accounts will assist you.

Payments for fall semester are due Sept., Oct., Nov., and Dec. 10. Spring payment plans are due Jan., Feb., March, and April 10.

### **Outside Payment Policies**

#### **Tuition Reimbursement**

Many employers reimburse students based on satisfactory completion of the coursework for a given semester. The employer requires students to submit their grades and usually a copy of their 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. Students must complete a tuition reimbursement form every semester and submit 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 My.LaRoche portal.

#### **Third-Party Billing**

Some companies and government agencies pay their students/employees' tuition directly to La Roche. To ensure that this happens properly each semester, 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 students take classes.

#### **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 & Current Student Account Status**

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 e-Bills. It is important to check your La Roche email account often. Not viewing your e-Bill does not eliminate your responsibility to pay.

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 classes available at that time). If you receive a registration cancellation notification letter, please call Student Accounts immediately at 412-536-1030.

---

### Late Charges & Holds

The student is responsible for ensuring all La Roche 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 are not 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 for the collection of the amount not paid to La Roche.

### 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 Class

If you are withdrawing from school or dropping a class, you must follow the procedures established by 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. You may obtain additional information by calling 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 Registrar. Students who withdraw from a class should contact Financial Aid and Student Accounts to determine any financial impact.

***Please see the Student Billing Guide for all Student Accounts policies.***

### Student Accounts Office

Zappala Campus Center, Room 204  
9000 Babcock Boulevard  
Pittsburgh, PA 15237  
412-536-1030 | Fax: 412-536-1075  
studentaccounts@laroche.edu

### Tuition Due Dates

**Fall: Aug. 10**

**Spring: Dec. 10**

**Summer: May 10**

---

## STUDENT LIFE

Student Life supports students' personal growth, well-being, sense of belonging, and engagement by connecting them with the people, resources, and experiences that help them thrive both inside and outside the classroom. At La Roche, Student Life consists of the following areas, offices, and departments: Athletics, Counseling & Health Services, Food Services, Housing & Residence Life, Orientation, Student Conduct, Student Development, and Title IX.

### The Center for Student Development

The Center for Student Development is located in the Zappala Campus Center, Room 103. The Center is responsible for coordinating social, cultural, leadership, and recreational programs as well as other various activities. This department offers the opportunity for student leadership and growth through the Student Government Association (SGA), La Roche Activities Forum (LAF), *The Redhawk Post* 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 is an integral part of student life at La Roche. Given that student involvement is a priority at La Roche, students and student organizations must follow the following policies and procedures.

### **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 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 Intramurals. 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, SGA's key role 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**

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 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, fundraising, use of organization rooms, mail services, advising and support services from the Center for Student Development, possible assistance to the Marketing & 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. The Director of Student Development signs all contractual agreements related to student activities.

### **Fundraising, Sales, and Solicitation**

Fundraising 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 Housing & Residence Life.

### **Off-Campus Solicitation**

Approval must be obtained from the Center for Student Development. 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 & 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 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 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 materials 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, ZCC 103, prior to posting notices/fliers and e prior to printing.

### **Space & 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 & 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, all new students are required to attend an orientation program. The primary purpose of orientation is to ease the transition to La Roche and aid new students during the adjustment period. The orientation program has the following 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 biweekly van trips for students to local shopping plazas. The van will only go to specified locations in a five-mile radius of campus. Space is limited on these biweekly van trips; you must sign up in the Center for Student Development, located in the Zappala Campus Center 103.

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

Food Services

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

Meal Plans

All resident students are required to purchase a meal plan for the year. Commuter students can purchase meal plans by the semester or use a Hawk Dollar Debit Plan. All new incoming undergraduate students are required to be on the Redhawk Plan. Students cannot change their meal plans after the add/drop date of each semester.

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

All plans run on Monday through Sunday. One meal is one breakfast, brunch, lunch, , 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 also may use Hawk Dollars for purchases in Redhawk Café and the StreetHawk food truck. **Unused meals and 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 student conduct referral.

Guests

Guests are welcome in the Dining Hall and may be treated to a meal using Hawk Dollars, credit/debit card, or tap pay. Swipes on the meal plan are non-transferrable and may not be used to host guests in the Dining Hall.

Student ID

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

Dining Hall vs. 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 a variety of made-to-order sandwiches, burgers, pizzas, and smoothies. The Redhawk Cafe also offers a full-service Starbucks program. Students can place their orders on a kiosk, or they can choose from a selection of prepackaged items. Students also can place orders for pick-up using the Touch of SAGE® mobile app.

The StreetHawk

Food Services also hosts our campus food truck, The StreetHawk. Hours of operation are generally available every other Wednesday afternoon during the semester, weather permitting. The StreetHawk is often available during outdoor campus events. Specific times are announced via email and SAGE social media accounts.

---

---

### ***Touch of SAGE mobile app***

If you are not in the Dining Hall or Redhawk Cafe, the free Touch of SAGE® mobile app is available on iOS and Android systems. Through the app, you can view:

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

### ***Food Restrictions & 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 Office of Housing & Residence Life for details.

### ***Outside Food Sales & 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 Student Life to allow another vendor to provide services.

### ***Counseling & Health Services***

The mission of Counseling & Health Services is to aid in the emotional, social, and psychological development of La Roche students. This office supports mental health and wellness to ensure students can reach their personal and academic goals. Counseling & Health Services is an inclusive and supportive environment that promotes individual growth for all La Roche students to empower them to become lifelong learners. The office is committed to meeting the growing physical, psychological, and behavioral needs of students by providing person-centered treatment in a welcoming and inclusive environment.

The primary goal of Counseling & Health Services 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. The office adheres to best practices as well as legal and ethical standards within our respective fields. Counseling & Health Services utilizes evidence-based interventions and works in collaboration with campus and community partners to create and maintain a supportive, professional, and healthy work environment for students and staff.

### ***Counseling Services***

Currently enrolled La Roche students can access free and confidential Counseling Services by calling 412-847-2506 or emailing [counselingandhealthservices@LaRoche.edu](mailto:counselingandhealthservices@LaRoche.edu) to request an initial appointment. Recommendations may include but are not limited to individual and/or group counseling, a medical appointment, and/or referral to a campus partner or community partner.

Once a student requests services, staff will get a student's La Roche email address and current phone number. Staff will inform the student of the procedure to complete required paperwork, which includes Informed Consent to Care for Counseling and Health Services at LRU, Scope of Practice, Notice of Privacy Practices, and Emergency/Crisis Resources documents. Counseling staff may wish to send additional paperwork to students as 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 exceptions to the paperwork requirement for the first appointment are health emergencies, and the paperwork should be complete as soon as possible thereafter. All students should complete these documents once per academic year.

Enrolled students can request time-sensitive or walk-in appointments with the first available provider on a first-come, first-served basis. Drop-in services are offered in-person on the provider's availability. Currently enrolled

---

---

students also may be referred to Counseling & Health Services by a third party such as a professor, campus official, residence life, staff, etc.

### **Scope of Practice**

As a small counseling office located on a university campus, Counseling & Health Services recognizes it is not able to provide every aspect of health care that a student may request/need and must clearly define its scope of practice, which all students are asked to clearly review at the start of their initial appointment. Please review and become well-versed in the Scope of Practice Statement:

Treatment varies according to each student's 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 basis 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 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 experience concerns and needs that interfere 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 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 & Health Services, campus resources, and/or community resources to address the student's needs according to best practices, recognizing 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 time nature of a college student's 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 Counseling & Health Services contracts with UPMC Steel City Internal Medicine at UPMC Passavant Medical Building (Building 5) 6th Floor. Our Public Safety staff will transport enrolled students to and from appointments if necessary. Using their La Roche ID, students will be able to receive a free basic visit, physical exams, and review of treatment options. Medical equipment is not covered under the appointment. The office is open Monday through Friday 9 a.m. to 5 p.m.

### **Health Insurance**

Health insurance is mandatory for all student athletes. Students must provide proof of health insurance. 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 of 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 10 years.
- Hepatitis B: Begun or have completed the hepatitis B vaccine series (three 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.

### **Psychiatric Services**

Counseling & Health Services is committed to providing the highest quality care available, including psychiatric services through Child & Adolescent Psychiatric Services. During the summer session, psychiatric services are limited to one follow-up appointment for La Roche students who are already enrolled in counseling. This appointment is intended to provide continuity of care and medication management. Psychiatric services do not take on new clients during 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, future appointments may not be available.

### **COACH Team**

Students, faculty, and staff play an important role in helping students who may experience academic, personal, social, emotional, or financial challenges.

La Roche's COACH Team provides support, guidance, and connection to campus and community resources for students who may need additional assistance. COACH stands for Collaboration, Outreach, Assistance, Counseling, and Help.

The COACH Team is a collaborative group of staff from various campus offices who work together to help students identify and address barriers to success. The goal of COACH is to support student well-being, academic progress, and personal growth before concerns become more difficult to manage.

Students may request support for themselves. Faculty, staff, and peers also may reach out to COACH when they are concerned about a student. Concerns may include but are not limited to:

- Academic difficulties, failing grades, or a noticeable decline in performance.
- A drop in attendance or participation.
- Significant changes in behavior, mood, or functioning.
- Personal, family, social, or financial concerns that may interfere with a student's success.
- Difficulty adjusting to campus life.
- Concerns related to isolation, stress, coping, or well-being.
- A need for connection to campus or community resources.

---

---

COACH is not an emergency response system. If there is an emergency or immediate concern for safety, call Public Safety at 412-536-1111. A crisis exists whenever a person's behavior presents an 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 whether a situation requires immediate attention, call Public Safety for assistance.

If the situation does not require immediate attention, but you are concerned about a student, you may contact the COACH Team at [coachteam@laroche.edu](mailto:coachteam@laroche.edu). The COACH Team will review the concern, gather additional information as appropriate, connect with campus partners, and determine the best way to offer support to the student.

Support through COACH is handled with care for student privacy and in accordance with FERPA guidelines. Due to privacy considerations, the COACH Team may not always be able to share specific details with the reporting person but will communicate as appropriate when 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 assist in the admission of the student to a psychiatric unit or may send the student to the emergency room (ER) of a hospital for further evaluation. A student also may seek treatment at a hospital on their 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 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 for the student to return to the campus:

- A conversation between the treatment provider and the Director of La Roche's Counseling & Health Services.
- In-person consultation with the Director of Counseling & Health Services within 48 hours of arrival on campus.

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

### ***Counseling Operating & Work Hours***

During the fall and spring semesters, Counseling & Health Services operating hours are 9 a.m. to 5 p.m. Monday through Friday. During academic breaks and summer, Counseling & Health Services hours of operations may be limited or vary depending on scheduling availability, at the discretion of the Director of Counseling & 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. The library strives to create a welcome and comfortable environment encouraging diversity, excellence, and sustaining La Roche's core values.

### ***Services & Policies***

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

### Computers

John J. Wright Library has a total of 12 computers for student use. If all computers are in use, the library has five laptops available for checkout. Library computer policies can be found on Information Technology's Wright Library Resources.

### Printing & Copying

The printing and copying costs are as follows:

\$.10 per page for black and white

\$.25 per page for color

To print, students must have money on the Papercut account. Students making copies must log in to their account using their username 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 & Fines

| Type of material                       | Loan period                                                          | Overdue fine                                                                                                                                                                                  |
|----------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General circulation                    | Three weeks                                                          | \$.10 per day                                                                                                                                                                                 |
| Reference books/<br>permanent reserves | Some material not<br>available for checkout;<br>others up to one day | \$1 per day                                                                                                                                                                                   |
| Course reserves/<br>textbooks          | Two hours<br>and may<br>not leave                                    | \$.50 per hour.<br>If a textbook leaves the library, a \$50 fine<br>will be assessed with the overdue fine. This also<br>will be reported to Public Safety as theft.                          |
| Board games                            | Three days                                                           | \$1 per day                                                                                                                                                                                   |
| Video games                            | Three days                                                           | \$1 per day                                                                                                                                                                                   |
| Video game consoles                    | Three days                                                           | \$20 per day                                                                                                                                                                                  |
| Inter library loan (ILL)               | Vary – due date is<br>highlighted on the paper<br>band or insert.    | Material is held for two weeks from arrival.<br>Borrowers will be charged \$1 per item not picked<br>up. Lost blue band (E-Z borrow) or paper insert:<br>\$2.50   Lost temporary barcode: \$1 |

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

Borrowers can have three 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: 412-536-1062, 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: 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 also will 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 will be charged. In addition to the replacement fee, a \$25 billing fee and a \$25 processing fee also will 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. Sessions can be online or face-to-face. 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 nonfiction, tabletop/video games, etc. Students are encouraged to go the library's website under 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.

---

## **HOUSING & RESIDENCE LIFE**

The Office of Housing & 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 of Housing & Residence Life is to create a healthy and challenging living/learning environment that enhances every aspect of the learning arena and encourages the growth and development of each member of the community. The office is located in Bold Hall II 264.

### **Residency Requirements & Information**

While La Roche does not enforce a live-on requirement, we strongly encourage students to explore the benefits of residing on campus. Embracing the residential experience fosters a vibrant community atmosphere, promoting academic success, retention, and personal growth. Engaging with diverse peers in residence halls enhances students' involvement in college activities and cultivates valuable leadership skills, making it an integral part of their educational journey.

To be a resident at La Roche, a student must meet the following criteria:

- Students must be and maintain full-time status. Exceptions will be made on a case-by-case basis by the Director of Housing & Residence Life.
- Students must have paid their Housing Deposit and completed their Housing & Food Services Contract & Application.
  - The Housing & Food Services Contract & Application 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 fails to sign their Housing & Food Services Contract & Application but takes residence, the Housing & Food Services Contract & Application will become a binding agreement by the semester add/drop period.

- 
- All residents must have a meal plan, with incoming students required to have the Redhawk Meal Plan; there are no exceptions to this requirement. Having a meal plan on campus ensures students have consistent access to food while at La Roche.
  - If a student is not regularly attending classes, they may be required to move out of the residence halls.

### **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 the Admissions process, CASHNet, or via Student Accounts. This housing deposit is non-refundable and tells Housing & 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 & Contract. Upon receipt of the Housing & Food Services Contract & Application, Housing & Residence Life will make a housing assignment. Requests for a particular suite or roommate are honored whenever possible. Room assignments that are made before the start of a new school year will be available online via the Housing Portal in July.

### **Returning Resident Students**

Returning resident students can 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 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 & Residence Life. This housing deposit is nonrefundable and nontransferable from one year to the next. This deposit indicates to Housing & Residence Life that you are committed to living on campus for the upcoming academic year.

After all deposits are made, Housing & 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 at the time of the Room Selection Process. 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.

### **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 Housing & Residence Life. Students may request a single room based on medical conditions. In these cases, proper documentation must be provided to Accessibility Services.

### **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, and 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.

### **Withdrawal from the Residence Halls**

In all cases, students who wish to withdraw from University housing must complete a Housing & Food Services Contract Cancellation Form on the housing portal. The housing deposit will not be returned. Any student withdrawing from housing during the term of this contract cannot consider their withdrawal official until they have completed the Housing & Food Services Contract Cancellation Form, removed all items from their residence hall room, and returned their key(s).

If a student withdraws from University housing for any reason, they will be liable for the \$500 fee for breaking the Housing Contract, and Housing & Meal Plan costs will be prorated if departure is before the midpoint of the semester. No refund will be given after the midpoint of the semester. The cancellation fee will be waived if this occurs between semesters.

La Roche recognizes that during 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 circumstances and decide if any change is warranted. The letter may be in the form of an email and should include specific details of what the student is requesting and why.

### **Off-Campus University-Leased Apartments**

When necessary, the University reserves the right to house students in off-campus apartments or hotels. Students living on these sites are required to follow all residence hall rules and regulations.

### **Residence Hall Policies & Regulations**

When living in a community, it is important to have guidelines that protect the rights of community members. Housing & 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 the guidelines that 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.

### **Alcohol & Illicit Drugs**

The possession, use, manufacture, distribution, or sale of illicit drugs is prohibited on University property.

Alcohol may only be possessed and consumed by graduate students if the individual is 21 years of age or older and follows all federal, state, local, and University regulations. Undergraduate student possession or consumption of alcohol is prohibited, regardless of whether the individual is 21 years of age or older. Students found to have alcohol or illicit drugs on campus will face disciplinary action through the Student Code of Conduct and could face criminal prosecution as well.

Additionally, due to the serious nature of both violations, there are separate sections of this Handbook devoted to Alcohol and Illicit Drugs.

### **Appliances**

For fire safety, the University prohibits the use of the following electrical appliances: air conditioners, 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 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. If any prohibited item is found in a student's room, a student will have 24 hours to dispose of the item, and a fine may be imposed.

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 or creating a fire safety hazard from improper use of appliances, will still result in a violation of this policy.

### **Care of Facilities & Damages**

An important part of living in a community is demonstrating respect for fellow residents by taking responsibility for the community environment. Residents assume a shared responsibility for properly maintaining their rooms and the common areas of the residence halls. La Roche provides cleaning services to all public areas of residence halls weekly, and students are expected to help maintain these areas. However, students are responsible for maintaining the cleanliness of their rooms, and cleaning equipment or materials are not provided by the University.

Students are liable for damage to University or student property caused by negligent or willful actions. In extreme cases, damages by unidentified persons will be the financial responsibility of the community. Housing & Residence

---

---

Life and Facilities Management staff regularly inspect all rooms and common areas. Any student with excessive damage may be dismissed from the residence halls and/or denied future housing.

When a student checks out of a room, the initial condition of the room will be compared against its current state. Any damage beyond normal wear and tear will be assessed by the room's occupants. Residents who wish to check out of their rooms must do so with their RA to complete the necessary steps and paperwork involved. A \$30 improper check-out fee can be avoided by taking the few minutes necessary to check out properly when rooms are vacated.

### **Fire Safety**

For fire safety, the University prohibits the use of the following the use of candles, incense, candle warmers, and wax warmers in the residence halls. If any prohibited item is found in a student's room, a student will have 24 hours to dispose of the item, and a fine may 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 staff. 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 minimize the possibility of hazards, 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 two-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 always locked.
- Egress to and from the center of the room and from the bed cannot be obstructed in any way.
- No decorations may be suspended from the ceiling.
- No tapestries (i.e. – banners, flags, or other cloth hangings) may be 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 Public Safety.

### **Firearms & Weapons**

La Roche prohibits firearms and weapons on its campus. This prohibition extends to individuals having weapons in briefcases, purses, toolboxes, 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 Public Safety.

### **Definitions**

- Firearms - including but not limited to handguns, rifles, pistols, shotguns, and semi-automatic weapons.
- Weapons - including but not limited to bows 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.

---

---

## **Furnishings**

La Roche University furnishes bed frames, mattresses, micro-fridges, desks, chairs, blinds, closet space and/or drawer space (when applicable). Additionally, the living area of traditional suites may be furnished with a couch, a loveseat, and end tables. It is the responsibility of the residents to ensure that all furnishings are well maintained, cleaned, and treated with care. Furniture may not be stacked upon one another, block the ventilation system, or cause fire safety concerns.

Furnishings provided by the University may not be removed from the room/suite without prior approval from Housing & Residence Life. If any University-owned furnishings are found to be damaged, disassembled, or missing, the residents of the space will be charged for the replacement cost of that item.

If common area furnishings are found in a student suite or room, the residents will face action through the student conduct process. Outside furniture is not permitted in the residence halls. Any outside furniture 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 if they are always accompanied by a resident. 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 roommates/suitemates. The host/hostess must be willing to accept full responsibility for the conduct of their guest(s). Any guest involved in a violation of Student Handbook policies may be asked to leave the 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.
- 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 15 years of age.
- Guests will be asked to show proof of identification by any University official. Failure to cooperate and/or produce proper ID will result in the immediate revocation of the privilege of visiting the residence halls.

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

## **Holiday Decorations**

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

## **Internet**

La Roche provides wireless Internet access within residence halls through the LRU Res Hall network. To connect, students should authenticate using their La Roche email address and password. They will go to XfinityonCampus.com, select La Roche University, and authenticate via single sign-on. Successful authentication allows access to the residence hall's wireless network. Once a device has been authenticated, it will automatically reconnect during future sessions without requiring repeated sign-in.

Devices that do not support web-based authentication, such as gaming consoles, smart televisions, streaming devices, and wireless printers, may be connected by selecting the LRU Res Hall network and entering the applicable network password. Each device must be connected individually, and some devices may require additional configuration depending on manufacturer settings.

Additionally, students can connect an ethernet cable from the white Internet box on the wall directly to their device.

Guests visiting campus may access wireless Internet by connecting to the LRU Guest Network.

---

---

Students experiencing connectivity issues or needing assistance with Wi-Fi, streaming services, or device setup should contact Housing & Residence Life for support. Students should not contact external providers, as all residential network support is coordinated through the University.

### **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 Housing & Residence Life. The cost of replacing a residence hall room key is \$150, 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 student's keys or ID. This is a security violation, and disciplinary action will be taken.

### **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, contact an RA immediately. Please do not leave your laundry unattended as the University accepts no responsibility for lost, stolen, or damaged clothes.

### **Lounges**

Lounges are in each residence hall except Peters Hall. Every 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 Housing & Residence Life during office hours. Any event request is subject to approval by Housing & Residence Life.

### **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 room/suite may contact Housing & Residence Life, an RA, or a Public Safety Officer to have their door unlocked. Students will be asked to show a valid ID and/or proof of residency before entering. Excessive locks may result in a fee of \$5 for each lockout thereafter.

### **Maintenance Concerns**

Students may submit non-emergency maintenance requests directly or report concerns to a Resident Assistant (RA). However, we strongly encourage submitting all work requests through the Housing & Residence Life to ensure timely follow-up and appropriate support.

To help us respond as efficiently as possible, non-emergency concerns should be reported early in the day whenever possible. Emergency maintenance issues should be reported immediately to the RA on duty after hours and to Housing & Residence Life during office hours.

### **Musical Instruments**

Certain musical instruments may be permitted in the residence halls subject to the approval of Housing and Residence Life. Generally, 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 can 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 more than 30 minutes.

---

---

When the source of the noxious odor can be traced to a particular room, or the odor is emanating from a person and/or their clothing, the occupant(s) of that room or the person from whom the odor is emanating may be subject to a fine or other disciplinary action through the student conduct process.

### **Personal Property**

La Roche is unable to insure the personal property of students and will not reimburse students for losses associated with their personal property. We simply cannot define in advance the limits on the value of students' property. If items are stolen from a student's residence hall room, storage, or vehicles, or if items are damaged because of a ruptured water pipe, vandalism, etc., the University will not pay to replace those items.

Renter's insurance may be purchased for the residence hall room when completing the Housing Contract & Application through Grad Guard. We also encourage students and parents to check their homeowners' insurance policies, as many include coverage for on-campus belongings when students are away at school.

The University shall have no legal obligation to pay for the loss or damage to student personal property occurring in University buildings or property before, during, or after the period of the agreement. Students are encouraged to carry appropriate insurance to cover such losses.

### **Personal Safety**

To promote a safe and secure residential environment, the possession, use, or storage of fireworks, firecrackers, smoke bombs, explosives, or other similar hazardous materials is strictly prohibited on University property. Any such items will be confiscated, and students may be assessed a minimum fine of \$50 per item.

Security screens (located on the ground level of the Bold, Mahler, and Schneider) are to remain closed and always locked except for in an emergency. If security screens are not kept closed, students found responsible will be subject to action through the student conduct process.

Students may not use windows to enter or exit a room. Students found using a window as an entrance or exit will be subject to action through the student conduct process. A window may be used as a point of exit only in the event of an emergency.

The propping of doors is also considered a serious security violation and is subject to action through the student conduct process.

### **Pets**

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

Students requesting an Emotional Support Animal (ESA) as a disability-related accommodation must submit appropriate documentation to the Office of Accessibility Services and receive written approval annually before bringing the animal into the residence halls. Students bringing a service animal to campus should notify Accessibility Services prior to arrival to ensure appropriate coordination and recordkeeping.

### **Quiet Hours/Courtesy Hours**

Resident students share the responsibility for creating and maintaining an atmosphere that is conducive to learning. Audio from televisions, speakers, gaming systems, computers, mobile devices, and other electronic equipment must be kept at a volume that does not disturb other residents. Generally, if it can be heard outside of a living room and/or in the hallway, it is too loud.

Quiet hours begin at 10 p.m. and extend until 10 a.m. on Sunday through Thursday evenings. On Friday and Saturday evenings, quiet hours begin at 1 a.m. and end at 10 a.m. 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 extend to the 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 cannot resolve their differences, they should seek the assistance of an RA.

Room changes are approved only when necessary and are generally limited to the Open Room Selection Process. Outside of this process, room changes are restricted to emergency situations or other extenuating circumstances as determined by Housing & Residence Life.

Housing & Residence Life reserves the right to modify or update housing policies at any time to support the needs of the residential community.

As an institution committed to diversity and inclusion, room change requests will not be approved solely on differences in identity or personal background.

Students who change rooms without the approval of Housing & Residence Life will face action through the student conduct process.

### **Room Consolidation**

At times it may be necessary for Housing & Residence Life to consolidate within the residence halls. Students from one room may be split up or moved from one room to another. This usually occurs for reasons of discipline, safety, health, irresolvable conflict, maximum space utilization, or for other situations deemed necessary by the University. Housing & Residence Life will attempt to give the students involved at least 48 hours' notice when a move is made. In emergencies, this may not be possible.

### **Room Vacancies**

If a student does not show up for an academic semester's opening or later vacates the room, the remaining occupant(s) must provide ample area in the room if another student is assigned to that vacant space. The University reserves the right to fill vacancies in rooms at any time, and to relocate students if circumstances require. Students living off campus while abroad and/or student teaching are guaranteed a residence hall space when they return to campus. The University tries but unfortunately cannot guarantee a specific housing assignment.

### **Right of Entry**

Housing & Residence Life recognizes and respects an individual's right to privacy. The University reserves the right to enter any room to perform routine maintenance duties or to inspect any room for reasons for Health and Safety Checks or potential violations of University policies. Upon entry into a student room, University officials may confiscate any items in plain view that are believed to be weapons, alcohol, or illicit drugs, as these are strictly prohibited. All other prohibited items found in the room that do not present an immediate safety concern will be documented, and students will be given up to 24 hours to remove them from University property. The above may take place regardless of whether the occupant is present. Guided searches of the room, its contents, and personal effects will be conducted under the policy for searching rooms. See Room Search/Entry policy.

### **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 that violates University and residence life policies, or 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 for all belongings in a residence hall room when a University official believes that a violation of the student code of conduct has occurred.

### **Solicitation**

Generally, 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 & Residence Life.

### **Student Personal Records**

All discipline records are maintained in a student's file in Housing & 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.

---

## **Tobacco Free**

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

## **Transportation Devices**

The use of bicycles, skateboards, rollerblades, scooters, hoverboards, e-bikes, and other personal transportation devices inside residence halls is prohibited. These items may not be operated, stored, or left in hallways, stairwells, entryways, or other common areas where they may create safety hazards or obstruct egress. The use of skateboards, scooters, hoverboards, and similar devices in a manner that may damage University property, create safety concerns, or disrupt the campus community is prohibited.

## **Vending Machines**

Vending machines are in Bold, Mahler, and Schneider Halls. If a machine is out of order, contact an RA immediately. Refunds for vending machines excluding ones in the Cantellops Dining Hall and Kerr Fitness & Sports can be obtained at the Information Desk.

## **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 Marketing & Media 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 Ketteler Center for Peace, Justice, and Inclusion at 412-536-1170, extension 243.

## **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 at:

[https://laroche.edu/mission\\_and\\_identity/ketteler\\_center\\_for\\_peace\\_justice\\_and\\_inclusion/bias\\_incident\\_reporting/](https://laroche.edu/mission_and_identity/ketteler_center_for_peace_justice_and_inclusion/bias_incident_reporting/).

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 Dean of Students 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.

---

## **THE KETTELER CENTER FOR PEACE, JUSTICE & INCLUSION**

The Ketteler Center for Peace, Justice, and Inclusion helps students explore how they can use their education, experiences, and lives to contribute to a more just and peaceful world.

La Roche University was founded by the Sisters of Divine Providence and is rooted in a Catholic tradition that calls us to recognize the dignity of every person, care for creation, stand alongside people experiencing poverty and marginalization, build community, and work for justice and peace. The Ketteler Center brings these values to life through the principles of Catholic Social Teaching and the enduring mission of the Sisters of Divine Providence.

While these principles grow from the Catholic tradition, their invitation extends to our entire community. La Roche welcomes students of all faith traditions and backgrounds, as well as those who do not identify with a particular faith. The Ketteler Center creates opportunities for every student to consider questions that cross religious and cultural boundaries: ***What do I value? How do I treat others? What responsibility do I have to my community? What does justice require of me? How will I use my life and education for good?***

### **Reflect. Connect. Converse. Act.**

The work of the Ketteler Center is organized around four practices that help students move from values to purposeful action.

**Reflect.** Take time to consider who you are, what you value, what gives your life meaning, and who you are becoming. Through reflection, students are encouraged to explore vocation and purpose, and consider how their gifts might serve something larger than themselves.

---

---

**Connect.** Build meaningful relationships and communities where people experience dignity and belonging. Through cultural and social programs, inclusion and belonging initiatives, community partnerships, and shared experiences, the Ketteler Center creates opportunities to encounter people, cultures, and perspectives beyond our own.

**Converse.** Learn to listen deeply, engage difference, and navigate difficult conversations. Through dialogue, workshops, and educational experiences, students develop the ability to approach disagreement and challenging issues with courage, curiosity, and respect for the dignity of others.

**Act.** Put values into practice. Through community service, leadership development, justice and peace education, advocacy and civic and community engagement, students have opportunities to respond to the needs of their communities and the world.

### Putting Our Values Into Practice

Catholic Social Teaching reminds us that justice is not simply something we study; it shapes how we live. Principles such as the life and dignity of the human person, care for God's creation, solidarity, the common good, and a preferential option for people who are poor and vulnerable provide a foundation for the work of the Ketteler Center.

The Center brings these principles to life through educational programs and training around peace, justice, inclusion, and belonging; cultural and social experiences; courageous conversations and dialogue; community service; leadership development; and partnerships with students, faculty, staff, the Sisters of Divine Providence, and organizations throughout the broader community.

**Community Service:** Service holds a particularly important place in this work. Students are encouraged not only to serve, but also to reflect on their service—to listen to the people and communities they encounter, examine assumptions, better understand social issues, and consider what those experiences reveal about their own sense of purpose.

**Providence Food Pantry:** La Roche's food pantry is here to support students who may be experiencing challenges with access to food or everyday essentials. It provides nutritious food, fresh produce, and health/wellness items in a welcoming and respectful place—no judgment, just support.

**Hours:** Wednesdays 1-3 p.m. or by appointment (please email [amy.solomon@laroche.edu](mailto:amy.solomon@laroche.edu))

**Location:** Zappala Campus Center Annex

In putting our values into practice, the Ketteler Center continues the legacy of the Sisters of Divine Providence: responding to the needs of the times with compassion, courage, and a commitment to justice and peace.

You do not have to be Catholic or religious to participate in this work. You simply need to be willing to ask questions, encounter others, listen, learn, and consider what responsibility you have for the world around you.

**Reflect. Connect. Converse. Act.**

And discover what it means to Do Good. On Purpose.

---

## 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. 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 & Inclusion, as additional options may be explored.

## **Intake Meeting**

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

## **Accommodations**

After a plan for reasonable accommodations is determined, the student and their 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 & Inclusion every semester to request an updated Accommodation Letter.** In some situations, accommodations may be provided for students with temporary disabilities and conditions.

## **Housing Accommodations**

Students who request 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 & Residence Life, and Counseling & Health Services. Housing Accommodation Request forms are available from the Assistant Director of Accessibility & Inclusion. 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 & Inclusion at [accessibilityservices@laroche.edu](mailto: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'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 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 student, who believes that they has been subject to discrimination based on 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 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 & Inclusion. 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 & Inclusion 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 & Inclusion within five days of the alleged occurrence. If the grievance is against the Assistant Director of Accessibility & Inclusion, the student should discuss their concerns with the Dean of Students & Title IX Coordinator. If the Assistant Director of Accessibility & Inclusion 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 Dean of Students & Title IX Coordinator.

### ***Step Two – Level 2 Grievance (Formal Written Grievance)***

A student may take further action if they 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 & Inclusion 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 & Inclusion 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 & Equity within 48 hours of the request being made. In an attempt to reach a resolution, the investigator (the Assistant Director of Accessibility & Inclusion) 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 & Inclusion, the above steps should be followed; however, the formal written grievance should be submitted to the Dean of Students & Title IX Coordinator, not the Assistant Director of Accessibility & Inclusion.

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

A student may appeal the decision or resolution of their formal grievance filed with the Assistant Director of Accessibility & Inclusion if they do not believe a satisfactory resolution was reached by the Assistant Director of Accessibility & Inclusion. The student must notify the Dean of Students & Title IX Coordinator of their 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 & Inclusion). Written notice to the Dean of Students & Title IX Coordinator is required within five days of the Assistant Director of Accessibility & Inclusion's response.

---

---

The Dean of Students & Title IX Coordinator will request from the Assistant Director of Accessibility & Inclusion copies of: the complainant's original written grievance, incident summary reports filed by other involved parties, and the Assistant Director of Accessibility & Inclusion's written response to the complainant. The Dean of Students & Title IX Coordinator 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 Dean of Students & Title IX Coordinator 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 Dean of Students & Title IX Coordinator 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 is a Catholic institution of higher learning whose objectives can best be achieved in a collegial 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 & 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-orders 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 the residence halls and may not enter or participate 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 Sanction**

The primary authority to implement sanctions 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**

Students may be subject to disciplinary action for the following conduct, whether occurring on or off campus, including during international education programs and activities.

**Note: This list of misconduct is not exhaustive. The University reserves the right to address additional behavior as appropriate.**

1. **Violations of Local, State, Federal, and International Law:** Conduct that may also be a violation of local, state, federal, tribal, or international laws, whether on or off campus (no criminal conviction is necessary for the conduct listed below to be subject to disciplinary action by the University). University disciplinary procedures may proceed even though the same conduct is also the subject of a pending civil or criminal charge.
2. **Abuse of Conduct Process:** Conduct that interferes with the integrity, fairness, or orderly administration of the student conduct process, including noncompliance with conduct procedures, providing false information, disrupting proceedings, intimidating participants, or failing to comply with imposed sanctions.
3. **Acts of Dishonesty:** Acts of dishonesty in any form, including cheating, plagiarism, or other academic misconduct; furnishing false or misleading information to University officials, faculty, or offices; forgery, alteration, or misuse of University documents, records, or identification; and tampering with or interfering in elections of University-recognized student organizations.
4. **Alcohol:** The possession, use, distribution, or consumption of alcoholic beverages in violation of federal, state, or local law, or University policy, including public intoxication and the possession of alcohol-related paraphernalia or devices intended for individual or mass consumption.
5. **Animals in University Facilities:** Animals are prohibited in University buildings except in designated research facilities or as otherwise approved by the University. No animals may be brought into non-research buildings. Emotional Support Animals approved through Accessibility Services and Service Animals are exempt from

---

---

this policy (see University's Service Animals on Campus and Emotional Support Animals on Campus policies for more detail).

6. **Bystanding:** Assisting, encouraging, facilitating, planning, concealing, or failing to reasonably report a known or anticipated violation of University policy or law when it is safe to do so. A student will not be held responsible under this provision solely because they are aware of misconduct without active involvement.
7. **Drugs:** Possession, distribution, use or sale of illegal drugs (including medical marijuana), drug paraphernalia, or prescription drugs to another person for which the drugs are not prescribed; use of prescription drugs in a manner contrary to their intended use by the person to which they are prescribed.
8. **Damage, Theft, or Misuse of Property:** Attempted or actual theft, vandalism, damage, destruction, or unauthorized use, possession, transfer, or relocation of University, public, or personal property, including littering and disposing of trash in unauthorized locations.
9. **Disruptive Behavior:** Conduct that disrupts or interferes with the educational, administrative, residential, disciplinary, or operational functions of the University, or with authorized University activities. This includes excessive noise, disorderly, lewd, or indecent conduct, breaches of the peace, obstruction of pedestrian or vehicular traffic, or encouraging others to engage in such behavior.
10. **Disruptive Demonstrations and Obstruction:** Participation in or incitement of demonstrations or activities that disrupt University operations or infringe on the rights of others, including intentional obstruction of scheduled activities or of pedestrian or vehicular traffic on campus.
11. **Fire Safety:** Tampering with fire alarms or safety equipment that includes, but is not limited to, fire hydrants, fire hoses, extinguishers, sprinkler systems, and fire alarm pulls; Use of fireworks or any other explosive or combustible material.
12. **Guest Conduct:** The University reserves the right to take disciplinary action against students whose guest(s), whether invited or uninvited, violate the Student Code of Conduct. Students are responsible for their guests' behavior, including informing them of University regulations, and may be held financially responsible for any resulting damage.
13. **Hazing:** Any action or situation that endangers, harms, or has the potential to harm the physical or mental health, safety, or well-being of an individual, or that damages or removes property, for the purpose of initiation, admission, affiliation, or continued membership in a group or organization.
14. **Misuse of Technology:** Theft or abuse of University technology resources, including unauthorized access to files or systems; unauthorized use, transfer, or alteration of data; use of another person's credentials; interference with the work of others or with the normal operation of University systems; sending harassing, obscene, or abusive messages; or any violation of University computing policies and procedures.
15. **Non-compliance:** Intentionally obstructing, resisting, or failing to comply with the lawful directives of University officials, employees, or law enforcement officers acting within the scope of their duties.
16. **Residence Life Policies:** Violations of the housing requirements and housing regulations outlined in the Handbook for Students.
17. **Threatening or Harmful Conduct:** Physical violence, abuse, threats, intimidation, harassment, coercion, or other conduct that threatens, endangers, or causes harm to the health, safety, or well-being of any person.
18. **Unauthorized Access:** Unauthorized access to any University building or restricted space by keys, cards, or any other means, or unauthorized possession, duplication, or use of means of access to any University facility.
19. **Violation of University Policies:** Violation of any published University policy, rule, or regulation not specifically addressed elsewhere in this Code of Conduct.

- 
- 
20. **Weapons:** Pennsylvania law and/or La Roche University policy prohibit the possession, use, or storage of weapons or dangerous materials of any type or description anywhere on La Roche University property. This includes, but is not limited to, firearms, compressed-air or gas-operated guns, pellet guns, BB guns, illegal knives, swords, explosive devices, fireworks, ammunition, or any other dangerous or offensive weapon as defined in the Pennsylvania Crimes Code, Section 908c. Additionally, the University prohibits the possession of any non-folding knife designed to be carried in a sheath, and any folding knife commonly referred to as a “pocket knife.”

### **Procedural Rights of Students**

Students accused of violating the Student Code of Conduct are entitled to the following rights during the conduct process:

1. A student may decline to answer questions related to alleged violations of the Student Code of Conduct. Refusal to respond will not be treated as a separate violation.
2. A student may present witnesses on their behalf. Because conduct hearings are not criminal or civil proceedings, character witnesses (i.e., individuals who were not present at the alleged incident and who speak solely to a student's character or reputation) are not permitted.
3. A student may review all written evidence and hear, question, and respond to all witness testimony presented during the hearing.
4. A student may select an adviser of their choice. Attorneys may not serve as advisers, except when the student is facing related off-campus criminal charges. Advisers may attend solely to advise the student and may not participate in the hearing. The hearing officer must be notified at least one business day in advance if an adviser will be present. Any associated costs are the responsibility of the student.
5. A student accused of violating the Student Code of Conduct is presumed not responsible unless it is determined, by a preponderance of the evidence, that the student is responsible or the student accepts responsibility.
6. A student is not required to testify against themselves; however, any voluntary statements made during an investigation or hearing may be considered as evidence.
7. A student will receive a written decision from the hearing officer or Appeals Board in a timely manner.
8. Disciplinary records will be kept confidential to the extent required by the Family Educational Rights and Privacy Act (FERPA). The University reserves the right to notify parents or legal guardians of students under 21 who are found responsible for alcohol or controlled substance violations.
9. A student may appeal decisions in accordance with the “Procedures Before the Student Code of Conduct Appeals Board” section of the Student Handbook.

### **La Roche Student Conduct Process**

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 their 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 their 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 their 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 SGA Vice President of Judicial Affairs 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 five 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 five 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 Housing & 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 three 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 their 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 & Residence Life and are kept for a period of three years following a student's graduation or, in the instance where a student did not graduate, three 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 2.00 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 2.00. Students not in good academic standing may be required to work with a designated academic support advisor on strategies to enhance their academic performance.

### Academic Warning

Any student whose cumulative grade point average (GPA) is 2.00 or above but whose semester GPA is below 2.00 will be placed on academic warning for the subsequent semester.

### Academic Probation

Any student whose cumulative grade point average (GPA) falls below 2.00 or who is already on academic warning will be placed on academic probation for the subsequent semester of enrollment. Any student placed on academic probation may be required to work with a designated academic success advisor on strategies to enhance academic performance.

### Academic Suspension

Any student whose semester grade point average (GPA) falls below 2.00 and who is currently on academic probation, or any student who is on probation for two consecutive semesters will be immediately suspended from the University for the subsequent spring or fall semester.

Students who have been suspended may appeal the suspension (see Appeal Policy and Procedure below). Students who are suspended will be assigned an academic success advisor with whom they will work to accomplish the prescribed strategies necessary for reinstatement. Reinstatement of any student who has been suspended will be at the discretion of the Academic Standing Appeal Committee, in consultation with all necessary University constituents, based on consideration of the student's written appeal.

Students immediately reinstated from suspension will remain on academic probation during the semester of their reinstatement and will be required to comply with an academic success plan set forth by the Center for Academic Success & Achievement. Students will be informed, in writing, prior to the beginning of the semester of the Academic Standing Appeal Committee's decision, and the terms with which the students must comply. Students who have served a suspension and wish to return to the University must write a letter to the Dean of Academic Success & Achievement requesting reinstatement. The letter should include the following:

- An accounting of what the student has done while suspended
- Notification of courses taken elsewhere (official transcripts from other institutions will be required if there are any transferable credits)
- An academic plan including whether the student wishes to change their major and what they plan to do differently to achieve academic success

### Academic Dismissal

Students will be dismissed from the University if they fail to make progress after reinstatement to the University

---

---

following a suspension. Dismissals are recommended by the Academic Standing Appeal Committee to the Provost and Dean of the Faculty. Students who have been dismissed may appeal the dismissal (see Appeal Policy and Procedure below). Reinstatement of any student who has been dismissed will be at the discretion of the Provost and Dean of the Faculty in consultation with the Academic Standing Appeal Committee and all necessary University constituents, based on consideration of the student's written appeal for reinstatement.

Students reinstated from dismissal may have to serve a semester of suspension or remain on academic probation during the semester of their reinstatement if permitted to return. Returning students will be required to comply with an academic success plan set forth by the Center for Academic Success and Achievement. Students will be informed, in writing, prior to the beginning of the semester of the Academic Standing Appeal 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 Center for Academic Success & Achievement Dean within 10 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.

### **Grade Appeal Policy and Procedure**

Students may seek review of a final 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.
- 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 their 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 Associate Provost.
- A representative from the Administration named by the Associate Provost.
- 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; 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.
- Two graduate students.

| 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 sixth 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 who will inform the Student Development office, the Center for Academic Success & Achievement office and the student's advisor.

#### 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 to protect the faculty member, the student, and their respective integrity.

- Instructors will report breaches of integrity to the Office of the Provost as a clearinghouse to identify students who are repeat offenders. A copy of the written report will be submitted to the Center for Academic Success and Achievement, Student Development, 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 Provost'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 to inform him/her that there is a reason to believe that s/he has committed an offence in violation of their 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 Associate Provost; 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 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 Provost's office for five years.

\*Adapted from <https://undergrad-catalog.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 policies exist for service animals and emotional support animals.

### Alcoholic Beverages Policy

La Roche 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 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 their designee.

The Office of Housing & Residence Life has 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 fine.
- Multiple infractions will result in a full alcohol offense.

#### **First Offense**

- Meet with La Roche University Counseling Services for a minimum of one 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
- Parents 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 two 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
- Five hours of community service
- Parents 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 & Residence Life and their 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 their 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 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 bongs, 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.

### **Illicit 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 policies.

The Office of Housing & 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.

### **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 & 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 or condone 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, sexual orientation, 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 | Email 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 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 their 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 their 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 also will 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, & 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 their rights and by supporting her/him through their 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 their legal rights and options. The assailant is advised of their 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, workplace 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.

| <b>EMERGENCY NUMBERS</b>                                       |                |
|----------------------------------------------------------------|----------------|
| McCandless Police                                              | 911            |
| Pittsburgh Action Against Rape                                 | 1-866-END-RAPE |
| Public Safety                                                  | 412-536-1111   |
| Counseling Services                                            | 412-918-6372   |
| Resident Assistant                                             | <i>On duty</i> |
| Bold Hall                                                      | 412-865-6546   |
| Lower Campus                                                   | 412-865-6592   |
| <b>NON-EMERGENCY NUMBERS</b>                                   |                |
| Title IX Coordinator and Dean of Students – <b>Sarah White</b> | 412-536-1243   |
| Director of Public Safety – <b>Mark Wilcox</b>                 | 412-536-1104   |
| Director of Counseling Services – <b>Ryan Klingensmith</b>     | 412-847-2506   |
| Director of Housing & Residence Life – <b>Patrick Bussiere</b> | 412-536-1194   |
| Director of Campus Ministry – <b>Father Peter Horton</b>       | 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 their rights and options.

---

---

## **Investigation of Complaints**

La Roche 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 & Responsibilities of Complainant, Respondent, & 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 their 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 they have 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:

- Three students elected by Student Government
- Two faculty representatives elected by the Academic Senate
- One Student Life staff member appointed by the Dean of Students (serves as chairperson)
- One Academic Affairs staff member appointed by the Provost for Academic Affairs
- One 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 six (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 five 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 five 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 their decision. In cases where the chairperson is the member being challenged, the review committee will, by majority vote, decide whether 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 five 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 five business days. There is no appeal to the Board of Trustees.

---

## ONLINE VERSION

*The La Roche University Student Handbook is available online for your convenience. Because its contents may be updated periodically, students should refer to the online version for the most current policies, procedures, and information.*

Updated 9/2026

---



9000 Babcock Boulevard | Pittsburgh, PA 15237

*[laroche.edu](http://laroche.edu)*