

SAINT LEO UNIVERSITY

OTHER UNIVERSITY POLICIES/PROCEDURES

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1. ASSEMBLY, INQUIRY & EXPRESSION

In support of and within the parameters of the University Core Values, students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in any orderly manner, including organized protests which do not disturb the normal and essential functions of the University and that support the University Core Values. These policies are designed to ensure that every student be given the opportunity and freedom to learn.

a. Invited Speakers/Performers

- i. Students and registered student organizations may invite and hear any person of their own choosing, subject to supporting the University Core Values and the requirements for use of institutional facilities and funds.

b. Protesting on Campus

- i. The right of peaceful protest is recognized within the University community. Orderly picketing and other forms of peaceful protest are not to be prohibited on the institutional premises, however, reasonable conditions may be imposed to regulate the timeliness of requests and to determine the appropriateness of the space.
- ii. Interference with ingress and egress at University facilities, interruption of classes, meetings, institutional operations or damage to property exceeds permissible limits of behavior and will not be permitted.
- iii. Even though remedies are available through local enforcement bodies, the University may choose instead to impose its own disciplinary sanctions in cases of policy infractions, disorderly picketing, and unpeaceful protests.
- iv. Every student has the right to be interviewed on campus by any military or law enforcement organization which has permission to recruit at the institution. Reasonable conditions may be imposed to regulate the timeliness of requests and to determine the appropriateness of the space. Any student, any group, or any registered organization may protest against such organization provided that protest does not interfere with any other student's rights to have such an interview.

c. Student Media

- i. The student press, radio, and TV station are to be free to express ideas and viewpoints in support of the University Core Values. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of content. This freedom entails a corollary obligation under the canon of responsible and applicable regulations of the Federal Communications Commission and Associated Press. All student communication shall explicitly state in the publication or broadcast that "The views expressed during this event are those of the speaker/presenter and do not necessarily represent the view of the University".
- ii. All student media are required to be registered with Student Activities on an annual basis. Organization registration of all media groups must include: an organization constitution or statement of purpose and stylebook (including FCC guidelines for TV/radio), editorial, advertising/underwriting, and business policies. All policies must be in compliance with University Core Values, FCC laws, Associated Press journalistic practices, and University policies and procedures.
- iii. The University believes that the student media contribute to the educational mission of the institution, although the views and ideas presented may not represent the institutional perspective. Advisors provide input and feedback to aid the decision-making process while allowing for free press. Decisions with regards to the internal policies and practices within each organization are based on University policy and the Mission and Core Values of the University.

2. CAMPUS ORGANIZATIONS

Students are encouraged to organize and join clubs and organizations that promote their common interests. A group becomes an organization when properly registered and approved by the institution through the Office of Student Activities. The University believes in the co-curricular experience and its potential contribution to building community. The University recognizes

leadership skill development opportunities present in co-curricular life and their contribution to the educational mission. Institutional registration of an organization does not indicate endorsement by the University of the aims, objectives, or policies of that organization.

Specific requirements for registration once the group is approved includes organization constitution, intended planned events, agreement of a full-time Saint Leo faculty and/or staff member to serve as advisor, and a membership roster. All constitutional documents of students' organizations, such as charters, constitution, bylaws, regulations, policies, etc., are subject to administrative review and approval by the Office of Student Activities. Campus organizations will be required to register annually in order to facilitate institutional communication with organization officers when necessary. A formal registration will be required at the time of formation. Annual registration after the formation shall include a list of newly elected officers, update membership roster and any changes to the organization's constitution or statement of purpose.

Campus organizations are responsible for adhering to the University policies and Core Values. Violations by a campus organization will result in a conduct meeting by the Associate Vice President for Student Affairs or designee. Secret societies are prohibited.

Social fraternities and sororities will be governed by the Interfraternity Council, PanHellenic Council, and Unified Greek Council. The Assistant Director of Greek Life and Community Engagement or designee will serve as the advisor to each of these governing bodies. Each national organization and/or local organization affiliated with either of these governing bodies is required to provide the Office of Student Activities with a copy of its national as well as local constitution and insurance policy when applicable. Nationally affiliated groups that wish to organize on the Saint Leo University campus must be approved by the appropriate governing council and the University. The Interfraternity Council, PanHellenic Council, and Unified Greek Council have their expansion packets on file with the Office of Student Activities.

The Saint Leo Student Government Union (SGU) will serve as the student voice in institutional decision making. The student voice is critical to the educational mission of the University. The SGU Executive Board shall be elected by a simple-majority vote among the full-time undergraduate University Campus students annually each spring term. The Director of Student Activities or designee shall serve as the advisor to the Student Government Union. The advisor serves as a liaison between the institution and students on issues including the institutional decision-making processes and encouraging active student participation in academic and campus life.

3. COPYRIGHT, PATENT, AND INVENTION POLICIES

For information regarding these policies, and policies on Copyright, Fair Use, and Digital Millenium Copyright Act (DMCA) please visit:

<https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Disclosures/Copyright,%20Patent,%20and%20Invention%20Policies.pdf>

For more information on Saint Leo's Acceptable Use Policy, please visit:

https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/UTS/acceptable_use_policy_complete.pdf

4. CRIME REPORTING

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, a detailed report of various safety policies and crime statistics may be found on-line at <https://www.saintleo.edu/annual-security-fire-reports-statistics>. A complete copy of the law is available in the Campus Safety Office.

Members of the Saint Leo community are encouraged to be alert for suspicious or criminal activity and to accurately and promptly report criminal action and other emergencies that occur on the Saint Leo University campus. Emergency phones are

located throughout the Saint Leo University campus for the safety and convenience of students, faculty, staff, and visitors. Additionally, anyone can provide a confidential tip by calling extension 7777 (or 352-588-7777) and leaving a message regarding information about suspicious activities of concern.

Students are under a continuing duty to report any arrests, pending criminal charge(s) (excluding minor traffic citations), notice to appear citation(s), or criminal conviction(s), even if the adjudication or sentence has been withheld. *This reporting obligation includes specifying the charge(s), when and where it occurred, and the case number (if any). This information must be provided in writing (email or letter) to Student Affairs within ten (10) business days following the reportable event as listed above. Failing to report is an independent conduct violation and/or falsification, and is grounds for interim action, including suspension, pending formal conduct proceedings.

Reporting and Confidential Disclosing Sexual Misconduct: Know the Options

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them, so they may make informed choices about where to turn should they become a complainant of sexual misconduct. Saint Leo University encourages complainants to talk with someone identified in one or more of these groups. For more information pertaining to this, please visit <http://www.saintleo.edu/consumer-disclosures/sexual-misconduct-information.aspx>.

For more information on sexual misconduct, please click on the Sexual Misconduct Guide at https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Safety/sexual_misconduct_information_guide.pdf?t=1518031083081

5. ACCESSIBILITIES POLICY

Saint Leo University is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. Within the context of education, the University recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended. More specifically, the University is committed to providing an environment that does not discriminate against otherwise qualified persons with disabilities and providing students with appropriate academic adjustments and auxiliary aids and services (“accommodations”) that are reasonably necessary to afford an individual with a disability an equal opportunity to participate in the University’s education program.

For more information regarding Accessibility policies please visit their website at: <https://www.saintleo.edu/accessibility-services> or check out their student handbook at: [Accessibility Services Student Handbook](#)

6. DRUG FREE SCHOOLS AND COMMUNITIES ACT

In compliance with the Drug Free School and Communities Act of 1989, the philosophy and educational services provided by Saint Leo University are located in the Code of Student Conduct under the alcohol and illegal substance policies. All members of the University community share in the responsibility for protecting and enhancing an environment committed to the pursuit of this objective, while maintaining the highest standards of professional and personal conduct. The illegal and/or abusive use of drugs or alcohol by any member of the academic community adversely affects the educational environment. Saint Leo University is therefore committed to having a campus that is free of illegal drug use and drug or alcohol abuse. Information regarding the health risks associated with drug and alcohol use is available from the Counseling Center.

7. HOSPITALIZATION

Saint Leo University cares deeply about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times, however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans and/or initiate action that considers the welfare of the individual student and the University community. All medical withdrawals follow the tuition and fee reimbursement policy as outlined in the Catalog.

1. Medical Interim Leave

The Associate Vice President for Student Affairs or designee may invoke a medical interim leave upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are on medical leave for any health reason are temporarily not allowed to participate in any University activities, attend classes, reside in, or visit on-campus student housing, and may not be on campus except to attend a meeting related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the University. The student must follow the clearance procedures listed below before returning. Students who are placed on medical interim leave will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Associate Vice President for Student Affairs or designee. Faculty will be notified of student absence from class (but not the cause of absence) so that the student will be able to continue to make appropriate and adequate academic progress. Additionally, a student affairs hold will be placed on the student's account until clearance procedures have been completed.

2. Voluntary Medical Withdrawal

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in and completion of, academic course work even with accommodation; when safety is in question; or when the demands of college life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge. Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Health & Wellness Center or the Counseling Services office, or they may independently initiate the process through the Associate Vice President or designee for Student Affairs' office. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

3. Involuntary Medical Withdrawal

In rare circumstances, the Associate Vice President for Student Affairs or designee may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any University activities, attend classes, reside in, or visit on-campus student housing, and may not be on campus except to attend a meeting related to his/her case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- a. Professional evaluations following a medical interim leave do not support a student's readiness to return;
- b. A student fails to complete the required assessment during a medical interim leave;
- c. Contagious disease or infection that cannot be appropriately managed;
- d. A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student. In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the Associate Vice President for Student Affairs or designee may invoke its right to involuntarily withdraw a student. The Associate

Vice President for Student Affairs or designee will recommend assessment and/or treatment conditions needed to return to Saint Leo University. The student must follow the clearance procedures listed below.

4. Clearance Procedures

Any student who has been admitted to the hospital (for any reason regardless of severity), and/or placed on a medical interim leave or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to the University. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place when reasonably needed.

Note: Depending on the situation, students may complete these procedures on different timelines during the University's normal business hours. Some students may complete these steps within hours/days of the incident or medical interim leave notice while others may wait several months before pursuing a return to the University.

- a. The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student, actively treating the student, and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the University (e.g., the Health & Wellness Center, Counseling Services office, or Associate Vice President for Student Affairs or designee) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation.
- b. The outside mental health or medical professional, with the student's written permission, must provide directly to the University an assessment of current functioning of the student and provide written recommendations regarding:
 - i. given the precipitating events, the student's readiness to return to the academic and co-curricular demands of University life;
 - ii. the student's readiness to live in the on-campus residential community;
 - iii. ongoing treatment or testing needs;
 - iv. any conditions or restrictions that the University should consider imposing; and
 - v. the student's readiness to return to competitive sports, if the student is a collegiate athlete. Note: The University team physician, in consultation with the Saint Leo University Director of the Health & Wellness Center and/or Counseling Services office, will ultimately make the decision regarding athletic activities but will consider this outside evaluation in making such a determination.
- c. After the evaluation results and treatment documentation have been provided, the student must meet with the Associate Vice President for Student Affairs or designee who will make a determination on the readiness of the student to return in conjunction with the appropriate University offices (i.e. Health & Wellness Center, Counseling Services, etc.). The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will also be discussed. Additionally, the Associate Vice President for Student Affairs or designee will consider how the outside evaluator's recommendations fit with the realities of student life at Saint Leo University and services that are available on campus or in the community.
- d. If the Associate Vice President for Student Affairs or designee determines the student is able to return and resume all University activities (classes, on-campus housing, etc.) the student will be required to sign a re-admittance form prior to receiving final clearance.
- e. Students will receive written notification of the Associate Vice President for Student Affairs or designee's decision about clearance return to the University.

8. STEPHEN HERMANN MAIL ROOM

All student mail and packages are available at the Stephen Herrmann Mail Center, located in the Student Community Center overlooking the dining hall on the 2nd floor. Only students living on campus will be assigned a Mail Code.

DHL, FEDEX, UPS, & USPS deliver daily to the University. Once mail or packages is received and has been processed by the Mail Center students will receive notification via their Saint Leo email account informing them that they have an item(s) available to pick up and where they can retrieve it. The Mail Center has incorporated parcel lockers where student will be able to pick up their items outside of window hours while the SCC is open utilizing a unique code provided to them in the notification. Mail or packages that are not able to be placed into the lockers will be available for pick up at the customer service window during business hours, 8am – 5pm Monday thru Friday except when the University is closed. Please note that students picking up mail or packages at the customer service window will be required to present their University ID card in order to receive their item(s).

The Mail Center is also a drop off location for students to ship prepaid Fedex, UPS, & USPS mail/packages.

All mail/packages being shipped to a student via USPS must be addressed as follows:

Student Name
Saint Leo University
P.O. Box 5555 MC _____
St. Leo, FL 33574

All mail/packages being shipped to a student via UPS/FEDEX or other carriers must be addressed as follows:

Student Name
Saint Leo University
33701 State Road 52 MC _____
St. Leo, FL 33574

Please Note: Any mail incorrectly addressed may be refused by the United States Post Office or other carriers due to insufficient address and not reach its final destination. It is the student's responsibility to supply sender's the correct address and failure to do so may result in lost or undeliverable mail. If you are having difficulty with a vendor getting the correct address please contact the Mail Center during business hours for additional assistance.

9. SEARCH AUTHORIZATION

- a. Nothing in the residence hall housing terms or University policies and procedures may expressly or implicitly give University officials the authority to consent to a search of a student's room or vehicle by police or other government officials without a search warrant/probable cause/plain view authorized by law.
- b. The Associate Vice President for Student Affairs or designee may authorize a search of student's personal property, a persona student room, a common area, or a vehicle by members of the University to determine compliance with federal, state, and local criminal law or University regulations where there is a reasonable basis to believe that a violation has occurred or is taking place.
 - i. At the time of the search the University official must state the reason. Any search authorization may subsequently be reviewed by the Vice President of Student Affairs or designee upon the request of the involved student(s). The purpose of such review is:
 - ii. (a) to determine that the individual's rights were observed, and

- iii. (b) to ensure that the authorization was well-founded. For example, authorization to search a room for stolen property would be considered well-founded and would not prevent formal conduct meetings being taken on the basis of information accidentally uncovered which revealed another offense. If the Vice President of Student Affairs or designee determines that the authorization was improper, nothing uncovered or seized during the search shall be used as information before the Conduct Officer, although stolen property will be returned to the rightful owner(s). Both a Campus Safety Officer and a professional member of the Student Affairs staff (typically a Director/Assistant Director/Graduate Assistant for Residence Life) will conduct the search.
 1. When a search has been authorized, if possible, it should be done in the presence of the student or students in question.
 2. Written notice, via Saint Leo University-issued email, will be given within 72 hours informing the student of the authorized search.

10. SEX OFFENDER REGISTRY NOTIFICATION

The Florida Jimmy Ryce Act requires institutions of higher education to inform students and employees at orientation and on its website of the existence of the Department of Law Enforcement Sexual Predator and Sexual Offender Registry website and the toll-free telephone number that gives access to sexual predator and sexual offender public information. Please visit the Florida State Department of Law Enforcement's Sexual Offenders and Predators website for more information (<https://offender.fdle.state.fl.us/offender/sops/home.jsf>). To reach the Florida State Department of Law Enforcement's Sexual Offenders and Predators unit by telephone, please call 1-888-357-7332.

11. STUDENT GRIEVANCE PROCEDURES

A grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on race, color, ethnicity, religion, sex, sexual orientation, national origin, age, disability, or military status, or other reasons provided for by law.

Saint Leo University is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that Saint Leo is strongly opposed to discrimination, harassment and inappropriate behavior of any kind, and that such behavior is prohibited by University policy. It is the intention of the University to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior that violates this policy.

1. Eligibility and Time for Filing

All students may use this procedure for discrimination-related grievances, except those involving grade appeals. Faculty and staff must use the procedures outlined in the appropriate handbook or University policy applicable to them. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 30 calendar days of such event unless the University determines that good cause for an extension has been established.

2. Overview

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through communication, if possible. An individual is not required to directly approach an offender and may initiate the grievance procedure by reporting to the Associate Vice President or designee for Student Affairs. The Equity Officer and Director of Human Resources (or its designee) or others within the University community may act as resources for the Associate Vice President or designee for Student Affairs, may answer questions or provide information, and may take part in the investigation of the complaint when appropriate. When a student

believes the Associate Vice President or designee for Student Affairs is involved in the alleged discrimination, the student must report the actions to the Vice President of Student Affairs or designee. In the event a grievance is filed with the Vice President of Student Affairs or designee, then the Vice President of Student Affairs or designee assumes the role of the Associate Vice President for Student Affairs described herein.

If a student seeks the advice of the Associate Vice President or designee for Student Affairs on a matter of sexual harassment, sexually inappropriate behavior or any kind of discriminatory behavior, the Associate Vice President or designee for Student Affairs must report this behavior to the Vice President of Student Affairs or designee and the Title IX Office. Every effort will be made to ensure the confidentiality of the complainant insofar as is reasonably possible under the circumstances. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s)he is the victim of discrimination or inappropriate discriminatory behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s)he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s)he has been discriminated against in violation of University policy during the processing of a complaint other than under the Discrimination Grievance Procedure, (s)he may file a complaint under the Discrimination Grievance Procedure.

The formal grievance may be a simple written statement, but should include the following minimum information:

1. A full description of the problem and any relevant facts, including, but not limited to the specific acts considered to be discriminatory, including when, by whom, and what was specifically done or not done, and its impact or consequence to the complainant.
2. A summary of the steps, if any, the student has already taken in attempt to resolve the problem, including the names of persons involved;
3. A statement of the requested resolution and the student's rationale for the requested resolution for each perceived violation;
4. Any supporting documentation; and
5. The name, contact information and signature of the person initiating the complaint.

To facilitate a clear and prompt resolution, once initiated, a grievance may not be expanded beyond the issues presented in the student's initial complaint. This does not preclude a student from submitting a new grievance if additional concerns arise.

The University reserves the right to redirect a grievance to the proper grievance procedure or to any other appropriate review procedure where appropriate.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the University reserves the right to terminate the grievance process and allow the issues to be resolved through the external process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency or court, the student shall notify the Associate Vice President or designee for Student Affairs of that fact. If the University chooses to end further internal processing of the grievance, the Associate Vice President or designee for Student Affairs will notify all parties involved. Files on the grievance procedure maintained by the Associate Vice President or designee for Student Affairs will only be released to others with the written permission of the Vice President of Student Affairs or designee.

3. Burden of Proof

In all cases, the burden of proof rests with the complaining party. The Associate Vice President or designee for Student Affairs is responsible for fact finding but in no way is responsible for proving the complainant's charge. The burden is that of

Preponderance of the evidence, meaning that more likely than not considering all of the facts and circumstances, the conduct complained of did occur and was determined to be a violation of University policy.

4. Mediation

Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed-upon solution.

Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

If mediation between the parties is (a) not appropriate (such as in cases involving alleged sexual violence) or (b) not possible, or (c) does not lead to resolution, the Associate Vice President or designee for Student Affairs shall proceed to investigate the report or complaint. Mediation does not preclude the University from conducting an investigation of a complaint or taking such disciplinary action or imposing such sanctions as it determines is appropriate or necessary.

5. Grievance Investigation

When a grievance is filed the Associate Vice President or designee for Student Affairs will notify the person named in the complaint ("Respondent") and provide the Respondent with a copy of the complaint. The Respondent may submit to the Associate Vice President or designee for Student Affairs a written response to the complaint within five (5) working days, and the appropriate Dean will send a copy to the complainant.

As soon as is practical, the Associate Vice President or designee for Student Affairs, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the Associate Vice President or designee for Student Affairs will have access to all information pertinent to the complaint, may meet with any individual with possible information related to the complaint, and will otherwise conduct such fact-finding as is appropriate and reasonable under the circumstances

Upon the conclusion of the investigation, the Associate Vice President or designee for Student Affairs will present a report to the Vice President of Student Affairs or designee. It is expected that this stage of the process should normally be completed within thirty (30) calendar days. The Associate Vice President or designee for Student Affairs will include in the report a recommendation for resolution to the Vice President of Student Affairs or designee. The report of findings and written recommendation sent to the Vice President of Student Affairs or designee will also be copied to the student and individual(s) against whom the grievance was brought. In those instances when the Associate Vice President or designee for Student Affairs recommends that remedial or disciplinary action should be taken against the individual against whom the grievance was filed, those recommendations will be provided separately with a copy provided only to the individual against whom the recommendation is made.

The Vice President of Student Affairs or designee will strive to make a final determination within sixty (60) calendar days of receipt, or of appeal as provided below.

All the time limits here may be extended at the discretion of the Associate Vice President for Student Affairs.

6. Appeals

If the Associate Vice President or designee for Student Affairs' determination and recommendation is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the Vice President of Student Affairs or designee. Any appeal should be in writing and should specifically describe the point(s) on which the appeal is based. The Vice President of Student Affairs or designee also has the independent authority to accept or reject the underlying findings and recommendations in whole or part regardless of whether an appeal is filed. The Vice President of Student Affairs or designee will make the final decision in all cases upon receipt of the report and after the time for appeals has passed.

The Vice President of Student Affairs or designee should notify all affected parties of his or her decision within a reasonable period of time—typically fifteen days after receipt of the report or any appeal is filed (whichever is later) unless school is closed or other extraordinary circumstances exist—and initiate whatever action he or she deems necessary. Except when otherwise required by law, the Vice President of Student Affairs or designee will determine the amount of information to provide the parties.

When the resolution of a student complaint under this policy in turn causes potential adverse action to be taken against a faculty or staff member, such as discipline or a loss of employment, those efforts will be coordinated with the applicable Vice President and the faculty or staff member may in turn seek review using any applicable faculty and staff grievance procedure.

Both Complainant and Respondent shall have the option of assistance by an individual of their choice from the University faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate.

12. STUDENT RECORDS

Saint Leo University adheres to the rights accorded to students with regard to their educational records as set forth in FERPA of 1974 and as subsequently amended. This federal legislation protects the confidentiality of students' records. It also affirms the student's rights to inspect the contents of his or her educational records, to seek to have the records amended, and to have some control over the disclosure of information from the records. Educational records are maintained in Residence Life and Registrar's Office for five years.

Saint Leo University reserves the right to release "directory information" as defined FERPA. Saint Leo University releases the following directory information: name, address, telephone number, date and place of birth, class, email address, major field of study, participation in officially-recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the University, the most recent previous educational institution attended by the student, enrollment status (undergraduate or graduate, full- or part-time) and individually identifiable photographs of the student solicited by or maintained directly by Saint Leo University as part of the educational record.

A full copy of the University policy with regards to FERPA and forms for consent to release, dependency status, and request to withhold release of directory information are available at the Registrar. Students have an opportunity to complete these forms during the check-in process every fall and may request in writing to release or withhold specific information annually.

Students requesting access to their student disciplinary/conduct records(s) must do so in writing to the Office of Residence Life. A student may, upon graduation or permanent separation, submit a written request to the Associate Vice President or designee for Student Affairs, asking that minor disciplinary actions may be expunged. The decision of the Associate Vice President or designee for Student Affairs is final.

This policy is subject always to the provisions of FERPA and as subsequently amended.

