

**SAINT LEO UNIVERSITY
CODE OF CONDUCT
2018-2019**

LIST OF CONTENTS

PREFACE

- [SAINT LEO UNIVERSITY CORE VALUES](#)
- [SAINT LEO UNIVERSITY NON-DISCRIMINATION EEO STATEMENT](#)
- [DISCLAIMER](#)
- [DEFINITIONS](#)

SAINT LEO UNIVERSITY CODE OF CONDUCT

- [SECTION 1: PREAMBLE AND STUDENT’S RIGHTS AND RESPONSIBILITIES](#)
 - [A. AMNESTY](#)
 - [B. DISCIPLINARY RECORDS](#)
- [SECTION 2: JURISDICTION](#)
- [SECTION 3: VIOLATIONS OF THE LAW](#)
- [SECTION 4: PROSCRIBED CONDUCT](#)
 - [A. CORE VALUES AND BEHAVIORAL EXPECTATIONS](#)
 - [B. POLICIES](#)
 - [B1. ABUSE](#)
 - [B2. ACADEMIC HONOR CODE](#)
 - [B3. ALCOHOL](#)
 - [B5. CAMPUS FACILITY USE](#)
 - [B6. COMPUTER & OTHER ELECTRONIC DEVICE MISUSE](#)
 - [B7. DAMAGE TO PROPERTY](#)
 - [B8. DISCRIMINATION & HARASSMENT](#)
 - [B9. DISRUPTIVE BEHAVIOR](#)
 - [B10. FALSIFICATION](#)
 - [B11. FIRE SAFETY](#)
 - [B12. FIREWORKS, EXPLOSIVES WEAPONS & OTHER DANGEROUS ITEMS](#)
 - [B13. GAMBLING](#)
 - [B14. HANDBILLS & NOTICES](#)
 - [B15. HAZING](#)
 - [B16. IDENTIFICATION CARDS](#)
 - [B17. ILLEGAL SUBSTANCES](#)
 - [B18. IMPLIED CONSENT](#)
 - [B19. LAWS \(FEDERAL, STATE & LOCAL\)](#)
 - [B20. MOTOR VEHICLES](#)
 - [B21. FAILURE TO COMPLY](#)
 - [B22. RESIDENTIAL LIVING](#)
 - [B23. SEXUAL MISCONDUCT](#)
 - [B24. SMOKING](#)
 - [B25. SOLICITATION](#)
 - [B26. THEFT OR UNAUTHORIZED POSSESSION](#)
 - [B27. USE OF SAINT LEO UNIVERSITY NAME OR SYMBOLS](#)
 - [B28. VISITORS](#)
- [SECTION 5: CONDUCT PROCEDURES](#)
 - [A. Notice of Report](#)
 - 1. [Interim Action](#)

- 2. [Remedial Action](#)
 - [B. Report Processing](#)
 - [C. Notice of Conduct Meeting](#)
 - [D. Conduct Meeting/Investigation](#)
 - 1. [Conduct Meeting Guidelines](#)
 - 2. [Abstentia](#)
 - [E. Notice of Outcomes](#)
 - [F. Appeal Process](#)
 - [G. Special Conduct Procedural Provisions for Sexual Misconduct Cases](#)
- [SECTION 6: SANCTIONS](#)

PREFACE

SAINT LEO UNIVERSITY CORE VALUES

Saint Leo University offers a practical, effective model for life and leadership in a challenging world. As such our community has adopted six steadfast moral guidelines to help us recognize the dignity, value, and gifts of all people. We expect all members of our community to use and embrace the following values in their day-to-day lives in order to strengthen our commitment to each other, our University, and to God.

Excellence – Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

Community - Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect – Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity, and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas, and on learning, living and working harmoniously.

Personal Development - Saint Leo University stresses the development of every person's mind spirit, and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship – Our creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to university and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity – The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

SAINT LEO UNIVERSITY NON-DISCRIMINATION EEO STATEMENT

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

DISCLAIMER

At the time this publication went to print (Last Revised: July 2018), all the information contained in it was updated. Since this document is a printed version and prepared in advance of the academic year, changes may be necessary after publication. If this occurs, students will be notified electronically and the online version will be updated on the University website. Students are encouraged to always reference the online version (www.saintleo.edu/codeofconduct)

for the most up-to-date information.

Students at the Saint Leo University are provided a copy of the Code of Conduct annually in the form of a link on the Saint Leo University website. Hard copies for University Campus undergraduate students are available upon request from Residence Life. Students are responsible for having read and abiding by the provisions of the Code of Conduct.

DEFINITIONS

1. The term “abstentia” refers to holding a conduct meeting in the absence of student due to the student’s failure to schedule a conduct meeting or to the student missing the scheduled conduct meeting on the student’s behalf.
2. The term “advisor,” most frequently a full-time faculty or staff member, assists a student by providing support throughout the conduct process. With prior permission of the Conduct Officer, legal counsel or family member(s) may be granted permission to attend the conduct meeting but not actively participate and/or represent the student in the process.
3. The term “Appellate Officer” means any person authorized by the Associate Vice President for Student Affairs or designee to consider an appeal from a Conduct Officer’s determination that a student has violated University policy, procedure, or other reasonable expectations or from sanctions imposed as a result of a Conduct Officer’s determination.
4. The term “Clery Act” refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses.
5. The term “complainant(s)” is defined as the party who makes a complaint through a university proceeding.
6. The term “Conduct Officer” means a University official designated on a case-by-case basis by the Associate Vice President for Student Affairs or designee to conduct investigations and make determinations about possible infractions. Nothing prevents the Associate Vice President for Student Affairs or designee from authorizing the same Conduct Officer to impose sanctions in all cases.
7. The term “E-mail” refers to the official University E-mail address provided to each student. The University uses E-mail to conduct official business and, therefore, E-mail containing official business of the University shall be addressed to the person’s official University E-mail address and shall not be addressed to alternative addresses. Once E-mailed, such notice is considered delivered.
8. The term “FERPA” refers to a federal law that protects the privacy of student education records. “FERPA” stands for the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment).
9. The term “member of the University community” includes any person who is a student, staff member, faculty member, or University official.
10. The term “organization” means any athletic team, service organization/trip or any group/association of persons who have complied with the formal registration requirements for (the) University, as applicable, or been recognized by the University as a part of the University’s organization or programming.
11. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Code of Conduct, Guides to Residential living, and the Academic Catalog.
12. The term “preponderance of the evidence” is defined as “more likely than not” and is the standard used to make decisions in the conduct process in all cases.
13. The term “residence hall” is defined as any University owned/operated student housing facility.
14. The term “respondent(s)” is defined as the party who gives response to a complaint in a university proceeding.
15. The term “student” is defined as any person who is admitted and enrolled at Saint Leo University (University Campus, Undergraduate, Graduate, On-line, and Educational Centers) for any academic period. Persons who are not officially registered for a particular term but who have a continuing student relationship with Saint Leo University are considered “students” for purposes of applying this Code. A person is also considered a student for purposes of this Code during any period while the student is under suspension from the University or when the person is attending or participating in any activity preparatory to the beginning of school.

16. The term “Title IX” refers to a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
17. The term “University” means Saint Leo University (University Campus, Undergraduate, Graduate, On-line, and Educational Centers).
18. The term “University official” includes any person employed or appointed by the University, performing assigned administrative or professional responsibilities. This includes but is not limited to a Residence Life student staff member.
19. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, or as defined by Clery Act geography.

SAINT LEO UNIVERSITY CODE OF CONDUCT

SECTION 1: PREAMBLE AND STUDENT’S RIGHTS AND RESPONSIBILITIES

The Saint Leo University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community.

A community exists on the basis of shared values and principles. At Saint Leo University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Conduct. These standards are embodied within a set of core values that include excellence, community, respect, personal development, responsible stewardship, and integrity.

Members of the Saint Leo University community bear responsibility for their conduct and assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these six values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Conduct.

The student conduct process at Saint Leo University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies and the core values. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When students are unable to conform their behavior to community expectations, the student conduct process may determine that the student(s) should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a conduct meeting before an objective Conduct Officer who will make a decision based on the preponderance of the evidence or more likely than not standard. No student will be found in violation of Saint Leo University policy without information showing that a policy violation occurred. Any sanctions given will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

A. Amnesty

In line with the University’s core value of responsible stewardship, the University maintains an amnesty policy to protect students (including student organizations) when reporting themselves, friends, or another member of the University community who is in medical distress. The University has the amnesty policy in place to encourage students

to act responsibly and report emergencies without fear of University-imposed disciplinary consequences because its primary concern is the health, safety, and well-being of students.

Students who qualify for the following two options (i and ii) may be required to participate in a meeting with the Associate Vice President for Student Affairs or designee within 5 business days of the report and comply with any/all recommendations prescribed from them (including any associated costs with those recommendations) to avoid going through the University Conduct process.

i. For Complainants

Saint Leo University provides amnesty to complainants who may be hesitant to report serious violations of the conduct code to University Officials because they fear that they themselves may be accused of minor policy violations at the time of the incident. For example, this would apply to students who are reporting sexual misconduct, but who have also engaged in underage alcohol consumption and/or substance use. Educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty, however, will be maintained.

ii. For Those Who Offer Assistance

To encourage students to offer help and assistance to others, Saint Leo University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Associate Vice President for Student Affairs or designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result. Records regarding the provision of amnesty, however, will be maintained.

The protocol applies only to the Saint Leo University Code of Conduct. Law enforcement agencies may act within their jurisdictions in enforcing the laws enacted by the State of Florida, the United States, or any other state or nation where jurisdiction may be invoked.

This policy does not apply to other prohibited behavior including, but not limited to, the distribution of illegal substances, sexual misconduct, or abuse.

B. Disciplinary Records

All conduct records are maintained by the University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. 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 for Student Affairs, asking that minor disciplinary actions may be expunged. The decision of the Associate Vice President for Student Affairs is final.

This policy is subject to the provisions of FERPA.

SECTION 2: JURISDICTION

The Code of Conduct and the student conduct process applies to the conduct of individual students, as well as all University-affiliated student organizations. The Associate Vice President of Student Affairs or designee will serve as convener and executer of the Code of Conduct and retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate; all sanctions must be satisfied prior to re-enrollment, obtaining transcripts and graduating. In the event of

serious misconduct committed while still enrolled but reported after the respondent(s) has graduated, Saint Leo University may invoke an investigation that may result in the revocation of that student's degree.

Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm and as part of fulfilling its educational mission, to take action in response to behavior off campus that violates University expectations, Core Values and Policies and when the University determines that its interests as an academic community are involved. University policies and other expectations govern students participating in Saint Leo or Saint Leo-affiliated study abroad programs or other University-sponsored activities no matter where they occur.

The Code of Conduct may be applied to behavior conducted online, via E-mail or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if information about policy violations is posted online. Saint Leo University does not regularly search for this information but may take action if and when such information is brought to the attention of Saint Leo University officials. However, most online speech by students not involving Saint Leo University networks or technology will be protected as free expression and not subject to this Code, with notable exceptions including, but not limited to:

1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
2. Speech posted online about the University or its community members that causes a significant on-campus disruption.
3. Speech that the University determines is offensive and not in accordance with the University's core values.

The Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, including but not limited to campers, high school bridge program participants, recruits on official visits, and continuing education programs by contractual agreements. Visitors to and guests of Saint Leo University may seek resolution of violations of the Code of Conduct committed against them by members of the Saint Leo University community.

There is no time limit on reporting violations of the Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for Saint Leo University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the Saint Leo University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to Campus Security & Safety, Residence Life, and/or to Student Affairs.

Students who withdraw or take a leave of absences/hiatus from the University prior to their conduct meeting will have their case suspended and a Student Affairs Hold will be placed on their account until the matter is resolved. Students who withdraw or take a leave of absence/hiatus from the University after the date stated in the letter to schedule a Conduct Meeting will have the case heard in absentia if they fail to appear. If the student withdraws following the Conduct Meeting, the student will be subject to the findings and sanctions imposed from the process. Should the student decide to return to the University, the student will be required to have the Conduct Meeting and/or complete all sanctions assigned (if found responsible for alleged violations) prior to the Student Affairs Hold being removed from the student's account. Please note that this Student Affairs hold may prevent a student from receiving a transcript in the event that the student is attempting to transfer or graduate.

Saint Leo University-issued E-mail is the primary means of communication with students. Students are responsible for all communication delivered to their Saint Leo University-issued E-mail address.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Conduct. When an offense occurs over which Saint Leo University has jurisdiction, the Saint Leo University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Saint Leo University reserves the right to exercise its authority of interim action upon notification that a student is facing criminal investigation and/or complaint. Additional grounds for interim actions are outlined in [Section 5B1](#).

SECTION 4: PROSCRIBED CONDUCT

A. CORE VALUES AND BEHAVIORAL EXPECTATIONS

Saint Leo University considers the behavior described in the following sub-sections as inappropriate for the Saint Leo University community and in opposition to the core values set forth in this document. Failure to adhere to any university policy or procedure subjects that person or organization to disciplinary action, including sanctions outlined in [Section 6: Sanctions](#). Saint Leo University encourages community members to report to Saint Leo University officials all incidents that involve the following actions.

B. POLICIES

B1. ABUSE (Physical, Mental, or Verbal)

Values: Community, Respect, Integrity

Physical, mental, or verbal abuse of any person is prohibited. No student shall cause harm to another or aid in commission of an act that causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise unreasonably interferes with another person's rights or comfort. Please note this encompasses all means of communication, including but not limited to, electronic and social media.

B2. ACADEMIC HONOR CODE

Values: Excellence, Respect, Integrity

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member. Please consult the Academic Catalog for Academic Policies.

Additional information regarding the Academic Honor Code can be found in the following document: [Academic Honor Code: \(http://saintleo.catalog.acalog.com/content.php?catoid=22&navoid=2834#Academic_Honor_Code\)](http://saintleo.catalog.acalog.com/content.php?catoid=22&navoid=2834#Academic_Honor_Code)

B3. ALCOHOL

Values: Community, Respect, Personal Development, Integrity

Excessive drinking and intoxication will not be tolerated. Members of the Saint Leo community who choose to drink alcohol irresponsibly will be held responsible for their behavior that occurs while under the influence.

- a. Any violation of Florida State laws regarding alcohol will be considered grounds for University disciplinary action. These include:
 - i. Possession and/or consumption of alcoholic beverages if under the age of 21 (including alcohol-based drinks, e.g. FourLoko).
 - ii. Selling, giving, or serving, alcoholic beverages or permitting alcohol to be served to persons under 21.
 - iii. Misrepresenting or misstating one's age or using altered identification for the purpose of procuring alcoholic beverages.
 - iv. Consuming or possessing open containers of alcoholic beverages including secondary containers, while in municipal parks, playgrounds, sidewalks, or streets or being found in the state of intoxication on a street or in a public place. This open container law applies on and off campus. This includes the consumption/possession of open alcohol in residence hall corridors, lounges, and any public areas.
 - v. Common sources of alcohol, including but not limited to, kegs and party balls (empty or full) are prohibited, except as outlined in the Social Event Guidelines.
 - vi. Devices and games designed for the rapid consumption of alcohol or any other substance including but not limited to, beer pong, water pong, funnels and/or beer bong are prohibited.
 - vii. Driving with a blood alcohol level of 0.08% or more.
 - viii. Possession and/or consumption of alcoholic beverages is strictly prohibited on campus before the start of classes regardless of age. Campus is considered "dry" for new and returning students during Orientation/Week of Welcome (fall, spring, summer) for other students who have been approved to return early. This includes all approved students participating in vacation housing.
 - ix. Students who are over 21 may apply for a "wet room" with Residence Life which would allow them to consume alcohol within that room.
 - x. Possession of alcohol and/or alcohol containers within any room/suite that is not authorized to be a wet room, regardless of occupants' age, constitutes a violation of the University's alcohol policy.

Note: The University considers students to be in possession of alcoholic beverages if the alcoholic beverages are located in their assigned residence hall room, personal vehicle, assigned common space, on their person, or on their personal property or in any other location where the students have knowledge of the presence of alcoholic beverages and access to consume the alcoholic beverage.

B5. CAMPUS FACILITY USE

Values: Community, Respect

Access to Saint Leo University facilities is limited to Saint Leo students, faculty, staff and authorized visitors. Student Organizations must be registered with Student Activities in order to access facilities without being charged. Classroom and administrative buildings are normally open on weekdays during daytime hours and locked on evenings and weekends. Unauthorized or illegal use of facilities is prohibited.

Residential facilities are locked 24 hours daily. Campus Security and Safety personnel perform preventative patrols on all campus facilities, including campus residences. Community spaces are designed to create interaction amongst residents, and should be utilized for their intended purpose and not for purposes such as unsanctioned temporary housing, storage, sleeping overnight, etc.

Items including, but not limited to, bikes, skateboards, roller blades, cleats, and scooters, are not to be used inside any campus buildings, parking garages, or loggias.

B6. COMPUTER & OTHER ELECTRONIC DEVICE MISUSE

Values: Excellence, Community, Respect, Integrity

- a. Computer Misuse:

- i. Theft or other abuse of computer resources includes, but is not limited to:
 1. Unauthorized entry into a file, to use, read, change the contents, or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of another individual's identification and password.
 4. Use of computing facilities to interfere with the work or reasonable enjoyment of another student, faculty, member or University Official.
 5. Use of computing facilities to interfere with normal operation of the University computing system.
 6. Violations of the University's Acceptable Use policy.
 7. Use of computing facilities to violate federal, state or local laws or University policy.
- b. Electronic Device Misuse:

Individuals are subject to electronic monitoring while on Saint Leo University premises and in secure areas. This monitoring is used to measure policy compliance as well as to protect Saint Leo University, its personnel, and others. In areas where there is a reasonable expectation of privacy, such as bathrooms, dressing rooms, and locker rooms, no visual or audio monitoring will be performed without prior notice or without direction from law enforcement.

B7. DAMAGE TO PROPERTY

Values: Community, Respect, Responsible Stewardship, Integrity

Damage and/or vandalism to University property or the property of others is prohibited.

B8. DISCRIMINATION & HARASSMENT

Values: Community, Respect, Integrity

Discrimination and harassment can be defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the University community.

Saint Leo University has a strong commitment to principles of equal employment opportunity and equal access to education. Saint Leo University does not discriminate on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school administered programs.

The policy is enforced by Saint Leo University and by applicable laws such as Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act, Age Discrimination Act of 1975, and Florida Civil Rights Act of 1992.

Complaints of discrimination or harassment should follow the procedures outlined in the Code of Conduct, section C4. Crime Reporting.

STATEMENT ON HATE-MOTIVATED VIOLATIONS

Saint Leo University defines hate-motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, color, disability, ethnic origin, genetic information, gender, nationality, race, religion, or veteran status with the intent to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate-motivated offenses compromise the integrity of the Saint Leo University community and may constitute violations of the Saint Leo University Code of Conduct. Harsher sanctions may be imposed when behavior is determined to have been motivated by hate. Students found responsible for such violations are subject to a range of disciplinary sanctions including University expulsion/dismissal.

Saint Leo University seeks to foster a safe environment conducive to learning and the free exchange of ideas. Saint Leo

University, however, is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the motivation of causing harm. This position is a permitted exercise of the University's authority to educate and discipline its students.

Members of the Saint Leo University community affected by hate-motivated offenses are strongly encouraged to report the incident. Such offenses can be reported (formally/informally) to a variety of offices on campus including, but not limited to: Campus Security and Safety, Counseling, Residence Life, Student Activities, and Student Affairs.

B9. DISRUPTIVE BEHAVIOR

Values: Excellence, Community, Respect, Integrity

Any behavior that infringes on the rights, privileges, or property of others, or which impedes or is reasonably expected to impede the safety of community members or the educational process is prohibited. This includes, but is not limited to:

- a. disruption of the University community,
- b. disruption or obstruction of teaching, research, and/or administration,
- c. disruption of disciplinary proceedings,
- d. sports, games, or activities in residence hallways/rooms that create a disruption,
- e. disruption of other University activities, including its events or community service functions on or off campus,
- f. disruption of other authorized non-University activities, when the act occurs on University premises,
- g. unauthorized entry into any University building/room

Disruptive class behavior is unacceptable. Disruptive class behavior is behavior that, in the judgment of the instructor, impedes other students' opportunity to learn and which directly and significantly interferes with class objectives. Should such behavior occur, the instructor may request the student to leave class and will refer the matter to the Associate Vice President for Student Affairs or designee. Permission to return to class will be granted only after the student meets with the Associate Vice President for Student Affairs or designee. Instructors are encouraged to refer to this policy in their syllabi and to establish clear classroom behavior expectations. This policy may not be used to inhibit legitimate classroom dissent or discussion with the course instructor or other students.

B10. FALSIFICATION

Values: Excellence, Respect, Personal Development, Integrity

Falsification of any University records, including, but not limited to, records of admission, registration, financial aid, housing, student discipline, academic, health, and parking decals is prohibited. The University vigorously pursues allegations of providing false information to any campus official or providing false, altered, or forged academic work or educational records.

B11. FIRE SAFETY

Values: Community, Respect, Integrity

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to, such behaviors as: failing to evacuate a building or failing to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard, starting a fire or causing an explosion. Students will be held financially liable for the fines imposed by the Fire Department, applicable expenses (clean up, recharging a fire extinguisher, etc.) in addition to possible sanctions.

B12. FIREWORKS, EXPLOSIVES, WEAPONS & OTHER DANGEROUS ITEMS

Values: Community, Personal Development, Integrity

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance or devices designed to harm or incapacitate is prohibited on campus (including vehicles). Any item that is used in a manner meant to intimidate, scare, or threaten and not used for its originally intended purpose will be deemed a weapon.

“Weapons” are defined and include, but are not limited to, hand guns, rifles, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives (blades over 4 inches in length), slingshots, bows and arrows, and martial arts weapons.

Pursuant to Florida law, firearms are not permitted on campus.

Hoverboards or other similar devices (including but not limited to, self-balancing scooters, hands-free segways, 10 Hawks, and Skywalkers) are not allowed anywhere on campus.

B13. GAMBLING

Values: Integrity, Responsible Stewardship

The University prohibits activities involving gambling or placing a bet of money or any item of any value in a game of chance. To be considered prohibited gambling by the University, the activity must involve the following three elements:

- a. Consideration: the participants pay or give something of value to play
- b. Chance: the game involves more chance than skill
- c. Prize: the winner receives anything for playing

In addition to sanctions that may be imposed by the University, participants may also face consequences under state law.

B14. HANDBILLS & NOTICES

Values: Community, Respect, Responsible Stewardship, Integrity

In compliance with the University Posting Policy (<http://www.saintleo.edu/resources/student-involvement/leadership-development/student-activities/campus-posting-policy.aspx>), posting of handbills, notices, and signs on University property is a privilege, not a right. All individuals, student organizations, businesses and vendors must receive permission from Student Affairs via the University Posting Policy Form to post on the Saint Leo campus or on other property owned or used by Saint Leo. Event promotional materials are prohibited from using direct or indirect references to alcohol.

B15. HAZING

Values: Excellence, Community, Respect, Personal Development, Integrity

Saint Leo University prohibits hazing. As used in this policy, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, “pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect

the physical health or safety of the student, and also includes any activity that can subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.”

[Florida Statute 1006.63(1)]

Note that hazing can be, and in many instances is, a crime in Florida and can subject participants to criminal investigation and/or penalties in addition to University sanctions.

B16. IDENTIFICATION CARDS

Values: Excellence, Respect, Integrity

An identification card is issued to each student and shall be carried at all times while on campus. Students living in certain Residence Halls on campus will need the card for entrance to the facility. Lending this card for any purpose to anyone, failing to present it when requested by a University official, or falsifying/altering an identification card is prohibited.

The possession, use, manufacture or sale of government-issued identification cards is strictly prohibited. The State of Florida considers creating or using fake identification cards to be felony offenses.

B17. ILLEGAL SUBSTANCES

Values: Excellence, Community, Respect, Integrity, Personal Development

Saint Leo University has zero tolerance for the illegal use, possession, and/or distribution of drugs. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and illegal use of controlled substances, synthetic/designer drugs (such as K2, bath salts, etc), drugs and drug paraphernalia, including hookahs, are prohibited. Saint Leo follows Florida’s statutory definitions of drugs, synthetic/designer drugs, and drug paraphernalia. For purpose of clarification “designer drugs” are substances designed to produce a pharmacological effect and to evade federal and state statutory provisions that apply to controlled substances.

The University responds to the issue of substance abuse in three ways: education for the University community about drug use and its consequences, confidential counseling for those with personal problems related to drug abuse and illegal substance abuse/use, and disciplinary action. In the spirit of our Core Values, the University must and does pursue all means possible to support the laws regarding illegal drug use, possession, or distribution. The campus is not a sanctuary from law enforcement. Saint Leo University will cooperate with law enforcement in any criminal violations or investigations.

a. Disciplinary Action

- i. The Associate Vice President for Student Affairs or designee will investigate and hold a conduct meeting with students charged with violating the University policy regarding illegal drugs and/or drug paraphernalia. Sanctions considered in regards to illegal use of drugs or distribution are listed below. The Associate Vice President for Student Affairs or designee will notify parents/guardians and/or coaches when appropriate and permitted by FERPA.
- ii. The sanctions imposed takes into consideration factors such as the quantity of the illegal substances, previous offenses, intent to sell or manufacture, etc. The sanctions considered for a first offense of involving small quantity of marijuana or paraphernalia are:

1. Community Probation or suspension from the University

2. Immediate Residence Hall Suspension (removal and/or denied access to any Residence Hall facility for a designated period of time without refund)
 3. Community Service 40 hours
 4. Mandatory Drug Counseling
 5. Parental and/or coach notification
 6. Participation in an on-line course designed to assist students with marijuana-related topics and healthy lifestyle choices. There is a fee associated with this course for which the student is responsible.
 7. Illegal Substance Use/Dependency Evaluation. Students using or found in possession of marijuana (excludes paraphernalia) may be required to be evaluated for drug use and dependency by an approved outside agency. Such evaluation will be at the student's expense and the student must agree to release the results of that evaluation to the designated University official. The student will be required to follow through on any treatment plan the evaluator deems appropriate. Failure to follow this agreement may result in suspension from the University.
- iii. The sanction considered for a second offense of a small quantity of marijuana or paraphernalia is a two-semester suspension from Saint Leo University.
 - iv. The sanction considered for possession and/or use of any other illegal substances or large quantities of marijuana is an immediate two-semester suspension or permanent dismissal from Saint Leo University.
 - v. The sanction considered for intent and/or sale, manufacture or distribution of any illegal substances is separation from Saint Leo University without the opportunity for readmission.
- b. Education
- i. Courses, programs, workshops and training sessions developed and coordinated by various departments are presented throughout the academic year. Additional programs are presented throughout the year to the general student population and student leaders (SGU, Orientation Leaders and/or Residence Life staff).
 - ii. Student Affairs works cooperatively to provide information sessions throughout the academic year. Major campus events are sponsored during theme weeks (e.g., National Collegiate Drug Awareness Week, etc.)
- c. Counseling
- i. Counseling Services provides confidential, personal counseling. The office is staffed with licensed mental health counselors.
 - ii. Off-campus referrals will be made on a request basis or if deemed appropriate. These services are confidential and follow the ethical standards and guidelines of the American Counseling Association.

In addition to sanctions that can attach for university policy violations related to drugs, the University, in accordance with the Higher Education Act (20 U.S.C. 1091- r), provides the following notice to all students regarding the possible impact of drug convictions on federal financial aid:

“A student who is convicted in a court of law of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any federal grant, loan, or work assistance . . . shall not be eligible to receive any federal grant, loan, or work assistance . . . from the date of that conviction for the period of time specified in the following table:

If convicted of an offense involving:
 The possession of a controlled substance:
 First offense: 1 year ineligibility
 Second offense: 2 years ineligibility

Third offense: Indefinite ineligibility
The sale of a controlled substance:
First offense: 2 years ineligibility
Second offense: Indefinite ineligibility"

Students should contact Student Financial Services for details on how to restore financial aid eligibility. If you have questions about the law, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

B18. IMPLIED CONSENT

Values: Integrity, Respect, Community

All students within the direct vicinity (i.e., room, vehicle, outdoors, parking lot, etc.) where a violation of University policy, laws, or other regulations occurs are responsible for behaviors and/or objects (alcohol, drugs, etc.) in that direct vicinity, regardless of that student's actual participation in the behavior, or direct possession of the items and/or use, or duration of time present.

B19. LAWS (FEDERAL, STATE & LOCAL)

Values: Excellence, Community, Respect, Personal Development, Responsible Stewardship, Integrity

Students are responsible for compliance with all public laws. Any act that could constitute a violation of law may establish cause for legal and/or disciplinary action by the University, regardless if Law Enforcement is involved. The campus is not a sanctuary from Law Enforcement Agents. Law Enforcement Agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to University officials. Moreover, the University will not intervene to protect a student from the consequences of their arrest or conviction, on or off campus.

B20. MOTOR VEHICLES

Values: Community, Respect, Personal Development, Integrity

Students are expected to register motor vehicles with the Campus Security and Safety Office and to operate motor vehicles in accordance with Saint Leo University Parking and Traffic Regulations, county, and state laws. Copies of Saint Leo University Parking and Traffic Regulations are available at the Campus Security and Safety Office or online at [Parking and Traffic Handbook: \(https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Safety/traffic_handbook.pdf?t=1528897724401\)](https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Safety/traffic_handbook.pdf?t=1528897724401).

B21. FAILURE TO COMPLY

Values: Excellence, Community, Respect, Personal Development, Integrity

Students are required to comply with reasonable requests or orders by authorized University officials or representatives acting in behalf of the University, including Residence Life student staff.

B22. RESIDENTIAL LIVING

Values: Excellence, Community, Respect, Personal Development, Integrity

Students are expected to comply with the [Guides to Residential Living](#) while in the residence halls. All students in a room will be held responsible for behaviors or objects in that room, regardless of whether they were participating in the behavior, were in possession of the items, or how long they may have been in the room. When a student enters a room

where a violation is taking place, under the “[Implied Consent](#)” policy, the student is putting themselves at risk of disciplinary action.

B23. SEXUAL MISCONDUCT

Values: Excellence, Community, Respect, Personal Development, Integrity

Conduct under this policy is prohibited regardless of the sexual orientation, gender, gender identity, or gender expression of the Complainant or Respondent. Prohibited Sexual Misconduct includes the following specifically defined forms of behavior: Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Also prohibited are Relationship Violence, Stalking and Retaliation. Complaints of sexual misconduct should follow the procedures outlined in the Code of Conduct, [section 5G](#) (Special Conduct Meeting Provisions for Sexual Misconduct).

For additional information concerning the sexual misconduct, domestic/relationship violence & stalking policy, as well as additional information on reporting, investigating, and resolving a sexual misconduct allegation, please refer to the following document [Saint Leo Policy](#):

(https://cdn2.hubspot.net/hubfs/206683/Resource%20PDFs%20and%20DOCs/Safety/saint_leo_policy.pdf?t=1528897724401). For additional information regarding sexual misconduct, please refer to the following website:

<http://www.saintleo.edu/consumer-disclosures/sexual-misconduct-information.aspx>.

B24. SMOKING

Values: Community, Respect, Personal Development

Florida Clean Indoor Air Act (s.386.201, et seq.) stipulates that there is to be no smoking inside any educational facility in the state. This includes residence hall rooms and balconies adjacent to student rooms and covered loggias. Smoking and all devices used for smoking (i.e. e-cigarettes, hookahs, pipes, etc) are not permitted in any University buildings or facilities. Additionally, the University has designated a smoking minimum distance of 25 feet from building entrances/exits.

B25. SOLICITATION

Values: Excellence, Community, Respect, Responsible Stewardship, Integrity

In compliance with the University Solicitation Policy, the University prohibits solicitation, sales, or door-to-door canvassing by students or non-students on University property except with permission of the Director of Student Activities or designee via the approval of a completed University Solicitation Form. No concession for profit or other commercial business will be operated on University property without the written permission from the Business Affairs Office. For more information on this policy, visit Student Activities.

B26. THEFT OR UNAUTHORIZED POSSESSION

Values: Excellence, Respect, Integrity, Community, Responsible Stewardship, Personal Development

The taking, sale, or possession of property without the expressed consent of the owner is prohibited. This includes both private property and property owned or controlled by the University.

B27. USE OF SAINT LEO UNIVERSITY NAME OR SYMBOLS

Values: Excellence, Integrity

No individual, group or organization may use Saint Leo University’s name, seal, symbols, logos, slogans, or songs without the written authorization of the Associate Vice President for Student Affairs and/or designee and University Communications. The University name may be used for the purpose of identifying institutional affiliation so long as it

is made reasonably clear that the University is not endorsing or condoning any given activity by the individual, group, or organization using the name.

B28. VISITORS

Values: Community, Respect, Integrity

Students are welcome to bring visitors to the campus but must assume responsibility for the conduct of their visitors.

Students choosing to have their guest stay with them on campus must comply with the following:

- a. Residents may have a guest stay in campus housing a total of three days in a semester. In special circumstances, Residence Life may grant permission to extend a stay to seven days in a semester. A guest is defined as an individual not residing within this particular room/building. Remember, overnight visitation is not to be confused with co-habitation. Co-habitation (generally defined as two people living together as if a married couple) is not permitted in the residence halls.
- b. Guests staying in excess of three days in any semester must be registered with Residence Life.
- c. Guests are not permitted unless all roommates consent to their presence.
- d. A student host is responsible for the actions of his or her guest(s) while they are on campus. Therefore, a student host will be held accountable through the conduct process for individual policy violations by their guests.
- e. Guests must be escorted and are expected to abide by all campus policies and regulations.
- f. Students are prohibited from inviting or hosting a person in their room, residence hall, or on campus when the student knows that that person has been banned/trespassed from campus by law enforcement or University officials. Any student or person who knowingly violates this section is subject to all applicable University sanctions in addition to any applicable civil and criminal penalties.

B29. PETS

Values: Community, Respect

- a. No pets or animals are allowed in University buildings, athletic venues, or the pool area, with the exception of approved animals used to aid students with disabilities and service animals accompanying visitors or guests of students. Any exceptions must be approved by Accessibility Services.
- b. Any pets or animals should be properly restrained at all times.

For university campus residential students, refer to [policy number 11](#): Pets (in the Guide to Residential Living) for additional polices pertaining only to residential students.

SECTION 5: CONDUCT PROCEDURES

This overview gives a general idea of how Saint Leo University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity and may require flexibility of the order in which each step of the process is executed. The campus conduct process commences with notice to a University Official of a potential violation.

A. Notice of Report

An individual may submit a report to Campus Safety and Security or Residence Life of an alleged policy violation(s) or by submission of a [Community Report](https://saintleo-advocate.symplicity.com/public_report/index.php/pid341782?): (https://saintleo-advocate.symplicity.com/public_report/index.php/pid341782?).

Additionally, University Officials may act on notice of a potential violation whether a formal report has been made or not. All reports should be submitted as soon as possible after the incident occurs.

B. Notice of Report

An individual may submit a report to Campus Safety and Security or Residence Life of an alleged policy violation(s) or by submission of a Community Report [Community](https://saintleo-advocate.symplicity.com/public_report/index.php/pid341782?) Report: (https://saintleo-advocate.symplicity.com/public_report/index.php/pid341782?).

Additionally, University Officials may act on notice of a potential violation whether a formal report has been made or not. All reports should be submitted as soon as possible after the incident occurs.

1. Interim Action

In certain circumstances, the Senior Vice President for Worldwide Operations or designee may impose an interim action upon notice of report. During an interim action, the student(s) or organization may be denied access to University facilities (including classes), and/or all other University activities or privileges for which the student or organization might otherwise be eligible unless written permission is obtained from the Senior Vice President for Worldwide Operations or designee. At the discretion of the Vice President for Student Affairs & Campus Operations or designee and with the approval and collaboration of the appropriate administrators/faculty, alternative coursework options may be pursued to ensure minimal impact on the student(s) academic progress.

Interim actions may be imposed:

- i. When a student or organization represents a threat of harm to self or others,
- ii. When a student or organization is facing allegations of criminal activity,
- iii. To preserve the integrity of an investigation,
- iv. To preserve Saint Leo University property and/or to prevent disruption of, or interference with, the normal operations of Saint Leo University.

Interim actions cannot be appealed, however, a request to amend interim actions may be submitted to the Senior Vice President for Worldwide Operations or designee by completing the Interim Action Amendment Form in accordance with the interim action letter.

2. Remedial Action

In certain circumstances, the Associate Vice President for Student Affairs or designee may impose a remedial action to ensure the safety and well-being of students involved. Such actions may include, but are not limited to, contact restriction, class relocation, and/or residence hall relocation.

Contact restriction is defined as the immediate restriction of personal contact with another individual or group for a stated period of time. Specific guidelines will be outlined in the Remedial Action letter.

Class and/or residence hall relocation is defined as the immediate temporary relocation of assigned class or room to ensure the safety and wellbeing of the students involved.

- i. At the time that the remedial action is issued, a student will receive a remedial action letter/E-mail stating the details and terms of the action.

- ii. The remedial action may be reviewed, amended, or revoked at any time during the conduct process based on the discretion of the Conduct Officer.

Remedial actions may be appealed to the Associate Vice President for Student Affairs or designee utilizing the Remedial Action Appeal Form by the deadline in the remedial action letter.

C. Report Processing

Upon receipt of the incident report, a Conduct Officer is assigned and begins reviewing the report to identify complainant(s), respondent(s), and any other relevant witnesses. A preliminary investigation may occur at this time, including, but not limited to, identifying an initial list of all policies that may have been violated, reviewing the history of the parties involved, the context of the incident(s), and the nature of the complaint.

If there is insufficient information through the investigation to support reasonable cause, the report will be closed with no further action. However, if there is enough information to support reasonable cause, the report will proceed to a conduct meeting.

D. Notice of Conduct Meeting

Once a determination is made that reasonable cause exists, the complainant will be referred to a conduct meeting. Notice will be given to the respondent(s) via Saint Leo University-issued E-mail account. Once E-mailed, such notice will be presumptively delivered. The letter of notice will:

- i. Include the alleged charges, incident date and time, and notification of where to locate the Code of Conduct;
- ii. Direct the respondent(s) to contact the Conduct Officer within a specified period of time to schedule their conduct meeting;
- iii. Inform the respondent(s) of the ramifications for failure to schedule/participate in the conduct meeting.

E. Conduct Meeting/Investigation

As part of the conduct meeting/investigation, the respondent(s) can provide factual information about what occurred. The Conduct Officer will adhere to the following guidelines:

- 1. Conduct Meeting Guidelines
 - a. Meetings will be conducted in private.
 - b. Admission of any person to the meeting is at the discretion of the Conduct Officer.
 - c. In incidents involving more than one respondent, the Conduct Officer may choose to hold separate meetings.
 - d. The respondent(s) may select a Saint Leo University student, faculty, or staff advisor to assist in preparation of the conduct meeting. If the individual consents to serve as an advisor, the advisor may accompany the respondent(s) to the meeting and may consult with the respondent(s) prior to or during the course of the meeting, but may not address the Conduct Officer. Advisors may contact the Conduct Officer prior to the meeting to clarify procedural questions or concerns.
 - e. A member of Residence Life may contact the respondent(s) to explain the charges, students' rights, discuss all aspects of the disciplinary process, and offer support and assistance in preparing for the meeting.

- f. Persons to be present at conduct meetings may include the Conduct Officer, respondent(s), student's advisor, and if deemed appropriate, witnesses relevant to the case. Relevant witnesses will be present only during their own testimony, subject to questions from the Conduct Officer; however, they may be required to remain available for the duration of the meeting. Additionally, relevant witnesses may be interviewed by the Conduct Officer outside of the conduct meeting as part of the investigation process.
- g. Pertinent records, documents, written statements or other items may be accepted for consideration by the Conduct Officer at their discretion.
- h. Any meeting may be postponed, recessed or continued at the discretion of the Conduct Officer.
- i. After the investigation process, the Conduct Officer will determine whether the respondent(s) has violated University policy.
- j. The Conduct Officer's determination will be made on the standard of preponderance of the evidence.

2. Abstentia

If a respondent(s) fails to schedule/participate in the conduct meeting by the deadline in the letter of notice, the conduct meeting/investigation will be conducted in abstentia. When the conduct meeting is heard in this manner, the respondent(s) loses the ability to appeal any decision on the basis of new information or other relevant facts not brought out in the original process.

F. Notice of Outcomes

Once a determination is made by the Conduct Officer, notice will be given to the respondent(s) via E-mail. The letter of notice will:

- i. Include the alleged charges, incident date and time, and date and time of scheduled conduct meeting,
- ii. Include findings, specifically whether or not the respondent(s) was found responsible or not responsible for the alleged violation(s),
- iii. Include any sanctions and associated deadlines (only if the respondent(s) is found responsible),
- iv. Inform the respondent(s) of the right to appeal and associated deadline,
- v. Include ramifications of failure to complete sanctions.
- vi. In compliance with government mandates, the Conduct Officer may be required to notify the complainant of the outcomes when applicable and will do so via E-mail. See [section 5H](#) (Special Conduct Procedure Provisions for Sexual Misconduct).

G. Appeal Process

The respondent may submit the completed appeal form by the deadline stated in the Notice of Outcome. Failure to file the appeal by the deadline stated in the notice of outcome forfeits the right to appeal. All sanctions imposed by the original Conduct Officer remain in effect, and the respondent(s) will be informed of the status of the appeal in a timely manner. All appeals must be submitted by the student, not a representative. The Appeal Form is available online at

(<https://www.saintleo.edu/hubfs/Resource%20PDFs%20and%20DOCs/Campus%20Living/Appeal%20Form.pdf>) or via hard copy in Residence Life.

Appeal requests are limited to the following grounds:

- i. A procedural error has occurred in violation of the student's rights during the original process:

- ii. New information, relevant to the case, was discovered and was verifiably not available during the original disciplinary proceedings and would have a significant impact on the outcome of the conduct meeting;

The Conduct Officer will forward the completed Appeal Form to the designated Appellate Officer. The Appellate Officer will determine if sufficient information was submitted to warrant an appeal. If the Appellate Officer determines there are sufficient grounds for appeal, the Appellate Officer will decide on the appeal. If the Appellate Officer determines there are not sufficient grounds for appeal, the Appellate Officer will inform the respondent(s) via Saint Leo University-issued E-mail and/or meeting. Decisions by the Appellate Officer are final. In compliance with government mandates, the Associate Vice President for Student Affairs or designee will share the appeal by one party with the other party (parties) when applicable and will do so via E-mail. See [section 5H](#) (Special Conduct Procedure Provisions for Sexual Misconduct).

H. Special Conduct Procedural Provisions for Sexual Misconduct

In compliance with government mandates and in coordination with the Title IX Coordinator, the Associate Vice President for Student Affairs or designee will serve as the Conduct Officer in cases of Sexual Misconduct. Special Conduct Procedural Provisions will be as follows:

- i. Interim and remedial action(s) will be issued by a University official to all parties, as appropriate;
- ii. Timely notification will be issued to the University community by Campus Safety and Security or designee when applicable;
- iii. Investigations may be conducted by external investigator(s) as assigned by Title IX Coordinator;
- iv. Notice of Outcome(s), with rationale, will be issued by the Conduct Officer to complainant(s) and respondent(s);
- v. Appeal process will be made available by the Conduct Officer to complainant(s) and respondent(s);
- vi. Disproportionate sanctions may be used as grounds for an appeal;
- vii. The Conduct Officer will provide all required documents to the Title IX Coordinator, as appropriate.

SECTION 6: SANCTIONS

One or more of the following sanctions may be imposed on a respondent(s) for any violation(s). In the event that the respondent(s) fails to complete the assigned sanction(s) by the deadline a Student Affairs Hold will be placed on their student account until the assigned sanction has been completed. All sanctions will follow the University refund policy (<https://www.saintleo.edu/withdraw-tuition-refund>)

One or more of following sanctions may be imposed upon any student for a violation of the Code of Conduct:

SLU01 - Article Review

A written review of journal articles on a specific topic designed to assist the student to explore the violations in question. Specific guidelines will be outlined in the sanction letter.

SLU02 - Apology

An apology reflecting an understanding of the inappropriateness of actions and the impact it had on the letter's recipient. Specific guidelines will be outlined in the sanction letter.

SLU03 - Newspaper Article

A reflective letter to be submitted for approval to Residence Life for possible publication to the student newspaper. Specific guidelines will be outlined in the sanction letter.

SLU04 - Personal Journal

A written daily journal for a designated period of time that addresses various questions. Specific guidelines will be outlined in the sanction letter.

SLU05 - Reflection Paper

Reflective paper on a specific incident and its impact. Specific guidelines will be outlined in the sanction letter.

SLU06 - Research Paper

Research paper on a specific topic citing at least three sources. Specific guidelines will be outlined in the sanction letter.

SLU07 - Restitution

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

SLU08 - Educational Community Service

Completion of a determined number of hours of educational community service. Specific guidelines and hours will be outlined in the sanction letter.

SLU09 - Probationary Review Meetings

Scheduled meetings with the Associate Vice President for Student Affairs or designee. Specific guidelines will be outlined in the sanction letter.

SLU10 - Contact Restriction

Restriction of personal contact with another individual or group for a stated period of time. Specific guidelines will be outlined in the sanction letter.

SLU11 - Computer Privileges Restriction

Loss or restriction from University computer mainframe access or privileges for a stated period of time. Specific guidelines will be outlined in the sanction letter.

SLU12 - Resident Assistant Duty

Participate in the nightly on-call, duty rotation for a specified period of time of the student Residence Life staff. Specific guidelines will be outlined in the sanction letter.

SLU13 - Behavioral Agreement

A signed behavioral agreement to live responsibly within the Saint Leo University community outlining specific behavior guidelines that must be followed. Specific guidelines will be outlined in the sanction letter.

SLU14 - Educational Bulletin Board

Design, research, and create a bulletin board on a specific topic. Specific guidelines will be outlined in the sanction letter.

SLU15 - Program Presentation

Plan, implement, and evaluate an educational program on a specific topic. Specific guidelines will be outlined in the sanction letter.

SLU16 - Alcohol and/or Drug Education

An on-line course designed to assist students with healthy lifestyle choices. Additionally, there is a fee associated with

this sanction. Instructions for completion will be outlined in the sanction letter.

SLU17 - Substance Use Evaluation

A required substance use evaluation. Students are responsible to make arrangements for this evaluation in accordance with the outlined terms in the sanction letter. Students are required to meet the recommendations of the certified treatment professionals as indicated in this evaluation. Results must be released to appropriate University officials as per sanction letter.

SLU18 - Counseling

An assessment or an initial counseling session either at the University Counseling Center or at an approved community mental health provider. Students are required to abide by any treatment plan provided by provider.

SLU19 - Other Restrictions

Loss of specific privileges including, but not limited to, attendance at athletic and social events; organization participation; and access to specified University facilities for a designated period of time. Specific guidelines will be outlined in the sanction letter.

SLU20 - Written Warning

Notice in writing to the student that he or she is violating or has violated a specific University policy and that continuation or repetition of similar misconduct, may be cause for further disciplinary action and more severe sanctions.

SLU21 - Disciplinary Probation

Designated period that includes the probability of more severe disciplinary sanctions, which may include suspension or dismissal from the University if the student is found violating the *specified* policy during the probationary period.

SLU22 - Community Probation

Designated period of time that includes the probability of more severe disciplinary sanctions, such as suspension or dismissal from the University if the student is found violating *any* policy during the probationary period.

SLU23 - Residence Hall Probation

Designated period of time that includes the probability of expulsion from campus housing and/or revocation of privileges to live in campus housing if the student is found violating any policy during the probationary period.

SLU24 – Organizational Probation

Designated period of time that includes the probability of revocation of organizational privileges during the probationary period.

SLU25 - Residence Hall Suspension

Immediate removal from the University housing without refund for a designated period of time.

SLU26 - Residence Hall Dismissal

Immediate and permanent removal of the student from the residence halls without refund.

SLU27 - University Suspension

Separation of the student from the University for a definite period of time without refund, after which the student is eligible to return. Conditions for readmission may be specified.

SLU28 - Organizational Suspension

Prohibition of all organizational activities, formal and informal, both on and off campus for a designated period of time after which the organization is eligible for reinstatement/recognition. Conditions for reinstatement/recognition may be specified.

SLU29 - Dismissal

Immediate and permanent separation of the student from the University without refund.

SLU30 - Disciplinary Fine

Appropriate monetary penalty.

SLU31 – Parental, and/or On-campus Employer, and/or Coach Notification

Notification to parent/guardian, and/or on-campus employer, and/or coach concerning a specific incident, outcome and appropriate sanction(s). Notification will be in accordance with FERPA regulations. Such notification may in turn cause other non-disciplinary consequences resulting from the student's violation in relation to other campus activities.

SLU32 - Deferred Sanction

When significant mitigating factors are present, one or more sanctions may be deferred for implementation. Deferral may be rescinded and additional sanctions may be imposed for any new violations which occur during the deferred period.

SLU33 – Policy Rewrite

Submission of violated policy hand-written submitted to the Conduct Officer by the stated sanction deadline. Specific guidelines will be outlined in the sanction letter.