



La Roche College
Student Handbook



The background features a collage of grayscale images. On the left, there is a large circular seal with the text 'LA ROCHE' and 'ADIVCEM'. The collage includes photos of students, a woman at a computer, and a laptop keyboard. The text 'of La Roche', 'book.com/laro', 'twitter!', and 'com/laroche' is faintly visible on the right side.

La Roche College Mission Statement

La Roche College, a Catholic institution of higher learning, founded and sponsored by the Congregation of the Sisters of Divine Providence, fosters global citizenship and creates a community of scholars from the region, the nation and around the world.

The College integrates liberal arts and professional education in creative ways, empowering all members of our community to become lifelong learners, achieve success in their chosen careers and promote justice and peace in a constantly changing global society.



La Roche College Student Handbook

This Student Handbook contains an abundance of information to help you in your travels at La Roche College. Please refer to it often to gain insight on policies and procedures. It is filled with information that you can refer to over and over again. The policies and procedures have been developed to respect students' rights while encouraging responsibility.

The years you attend La Roche College may very well be the most important ones in your life. You will meet fellow students from around the world and you will have the opportunity to share their beliefs, values, and attitudes. Take advantage of this wonderful opportunity you have been exposed to at La Roche.

The staff and faculty are committed to helping you reach your academic and personal goals. To do this we encourage you to get involved in the many programs and activities we offer. We are continually striving to bring together those positive elements that will help you define your experiences and character. Our objective is to provide you with an educational environment that is challenging and rewarding, yet dynamic and progressive.

I wish you the best,

A handwritten signature in cursive script that reads 'Colleen Ruefle'.

Colleen Ruefle
Vice President for Student Life and Dean of Students

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Mission Statement for the Division of Student Life

The mission of the Division of Student Life at La Roche College is to advance the educational purpose and goals of the college and to take leadership in creating a campus community which is conducive to the development of all students. The division promotes and facilitates the growth of students to a full and balanced maturity by offering a quality delivery of student services and programs; and providing a campus environment that emphasizes personal interactions, spiritual growth, respect for diversity and social responsibility.

The division advocates a student-centered approach with an emphasis on individual needs, educational programming and professional staff excellence. In this regard, the division strives to:

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

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

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

The division subscribes to the student-athlete concept and abides by the policies of the NCAA Division III by-laws.

It is with this firm vision that these goals and principles are folded into the mission of the Division of Student Life as it seeks to positively affect students and shape opinion leaders of the third millennium.

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

Honor Code

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

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

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

Student Services

The Bookstore

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

The bookstore provides all of the books required for college classes. Special orders may be placed with certain conditions established by the bookstore. Textbook purchases will be fully refunded within 15 calendar days from the start of classes or within 2 days if purchased thereafter. During short, interim or summer terms refunds will be given within seven 7 calendar days from the start of classes or within two 2 days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased. Any book purchased during the last week of classes or during exams is not fully refundable, but may be sold back at the end of the term during buyback.

Students are cautioned to select texts carefully according to the course number and section as not all sections for a course use the same text. The bookstore does try to provide used textbooks for your classes and will repurchase textbooks from you at buy-back dates whenever there is a need for them. Students should check with the bookstore for details on which books are available for repurchase. The book buy-back occurs during the week of final exams.

Resident Student Mailbox Information & Procedures

The procedure established for the issuance of resident student mailbox and keys is very important. Upon request an individual mailbox and key are provided for each resident student for their personal/school mail. Resident students should obtain their mailbox during the first week of school. The college strongly urges that each student retain a mailbox. The mailbox issued to the student will remain theirs the entire time they attend La Roche College. Resident students are not permitted to share their mailbox or key with any person for any reason. This is a security violation and the college will not be responsible if the student violates this policy.

Students requesting a mailbox must go to our Wright Library mail center located in the lower level of Wright Library – Room 103, between the hours of 1 to 3 p.m., Monday through Friday. At that time they will complete a “Key Requisition” card. A mailbox and key will then be issued.

Resident student mailboxes are located in the lower level of Wright Library on the main campus. Mail is placed in the boxes daily Monday through Friday and can be picked up after 1:30 p.m. Student mailboxes are accessible 24 hours a day. Students are responsible for checking their own mailbox.

So that all incoming mail will be received and distributed in an effective and efficient manner, it is imperative that all personal mail and packages be addressed according to college procedure. Mail should be addressed as follows:

(Your official school name – no nicknames)
La Roche College – (enter the 4-digit # issued to you)
9000 Babcock Blvd.
Pittsburgh, PA 15237

When packages are received for students they are placed in a secured closet in the Wright Library Mail Center. The students are notified via a note in their mailbox, or an e-mail of arrival. ID must be presented at the time of pickup. Students may also use the services of the Mail & Printing Services department when sending mail or packages. Postage charged would be the current rate as the U.S.P.S. Our central mail center is located in the rear entrance of the same building as the Admissions Visitor Center.

The USPS has requested that we inform students that currency should not be enclosed in any mail sent or received. Neither the college nor the post office is responsible for monies lost in the mail.

When a student leaves for the summer, a memo is placed in their mailbox requesting them to return their mailbox key to either the Wright Library mail center or Residence Life office upon their departure. If their key is not returned and a replacement is needed upon returning to college, a \$25 non-refundable fee will be charged at the time of move in. A new key will not be issued until the payment is made.

In the event a key is lost and needs to be replaced during the school year, a key replacement may be requested at the Mail Center. The fee for a replacement key is \$5 and must be paid upon issuance.

In the event a student should move off campus they may request their mail be forwarded by completing a “Forwarding Mail Request” form which is available at either mail center. It is the student’s responsibility to submit this request. Note: only first class mail can be forwarded. If the Mail Center does not have a forwarding address on file, all mail received will be returned to sender or held for a period of one month and then be destroyed.

Public Safety Department

La Roche College complies with the College and University Security Information Act, the Drug Free Schools and Community Act, and the Crime Awareness and Campus Security Act. The college publishes an informational brochure, which contains security policies; alcohol and drug policies; sexual assault policy; and the campus crime statistics. This brochure is published electronically and can be found at www.laroche.edu/sl/public-safety.htm.

Public safety officers are available 24-hours a day. There is a Public Safety office located in 112 Science Center. To contact the Public Safety Officer on duty, call 412-536-1111, or campus extension 1111. To contact the Director of Public Safety, call 412-536-1104, or campus extension 1104.

Parking

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

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

Authority

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

Enforcement

Public safety officers under the Director of Public Safety regulate and enforce the parking policy.

Jurisdiction

All students and visitors are subject to this policy.

Vehicle Registration

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

Parking/Traffic Regulations

- A valid parking permit must be displayed at all times. Only one permit is issued each year.
- A replacement fee of \$5.00 will be charged for lost parking permits. The replacement fee is payable at the Student Account's Office in the College Center.
- Students, faculty and staff operating a motor vehicle on campus must abide by the college motor vehicle regulations and the Pennsylvania Vehicles Law.
- All campus roads are considered to be fire lanes.

Designated Parking Lots

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

Visitor parking is available in front of and behind the Kerr Fitness and Sports Center.

Parking Violations

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

- Blocking walkways/handicapped ramps - \$50.00
- Parking in a fire lane - \$50.00
- Parking in a loading/unloading area - \$50.00
- Parking where prohibited by a sign - \$25.00
- Parking in an unauthorized lot - \$25.00
- Parking in a reserved or handicapped space - \$50.00
- Parking permit not displayed - \$25.00
- Parking near a yellow curb - \$50.00
- Parking in a space not designated for parking - \$25.00
- Parking in more than one space - \$25.00

Warning Stickers

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

Visitor Parking

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

Payment of Fines

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

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

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

Review/Appeals Process

All students, faculty and staff may choose to have their parking tickets reviewed by the Parking Ticket Appeals Committee. All appeals must be submitted in writing within 10 business days of issuance and be on an official parking ticket appeals form. This form is available on the Public Safety page of the intranet and in the Public Safety office located in Science Center room 112. The appellant will be notified of the committee's decision via La Roche email. Denied appeals must be paid within ten 10 business days of the notification. If the fine is not paid within ten 10 business days after the denial notification, the fine will be applied to the student's account.

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

Towing

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

Motor Vehicle Accidents

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

Commuter Parking

Parking is available between the Kerr Fitness & Sports Center and Wright Library. Commuter students are not permitted to park in the residence hall parking lots.

Residence Hall Parking

Each residence hall has a designated parking lot, which does not permit commuter students or employees to park in the residence hall parking lot. Resident students that choose preferred parking in the residence hall lots must pay a fee of \$100 for the school year to park in the residence hall lots. Resident students are permitted to park only in the area designated for their use. All guests in the residence halls must park in the area between the Kerr Fitness Center and Wright Library.

Missing Persons Policy

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

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

e2campus Emergency Notification System

The e2campus Emergency Notification System is used to alert the campus community in the event of an emergency situation. You may sign up for the e2campus emergency notifications on the Intranet homepage.

Escort Service

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

Fire Drills

Fire drills are conducted in every building on campus. Drills can be announced or unannounced. When the alarm is sounded, everyone is expected to evacuate the building as quickly as possible by the nearest stairway.

Services for Students with Disabilities

Reasonable accommodations and other appropriate assistance are provided to all students whose documented disabilities qualify them for services. Accommodations and assistance are provided as appropriate and consistent with the student's disability or disabilities in an individualized manner while the student remains enrolled in regular courses in his or her chosen major. Some special equipment and materials are available to students who have certain sensory disabilities, but the College has no special programs or special classes for students with disabilities, taking instead the mainstreaming or inclusion approach.

Students requesting accommodations or other assistance due to a disability should contact the Assistant Dean for Project Achievement/Act 101 and the Student Success Program for an appointment to discuss their needs. Written documentation of Services for Students with Disabilities may be required prior to provision of requested accommodations. In order to help assure the highest quality of attention to their needs, students are encouraged to register their needs for accommodations or other assistance due to a disability with the Assistant Dean as far in advance of their intended enrollment as possible.

Student IDs

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

Information Technology: Policies, Procedures and Guidelines

The Office of Information Technology at La Roche College purchases, maintains and manages all information technology resources on campus which support the needs of students, faculty, and staff. In addition, the information technology staff provides a myriad of services to members of the college community including, but not limited to, training and development, departmental/course-based technology planning, and day to day operational and technical assistance. For a current listing of Office of Information Technology resources and hours of operation, students are urged to visit the La Roche web site at www.laroche.edu or the La Roche Intranet at intranet.laroche.edu/AdminServices/infotech.

Students' Accounts

All students are provided a network user account. The services provided through this account are access to academic computer labs, library resources, printing, the wireless network, and network storage, dependent upon the student's major and courses. A separate La Roche Google Apps account, which includes Gmail, is also provided.

User Accounts

Each student receives their Google Apps Account and their Network Account information before or shortly after the start of their first semester at the College, along with instructions detailing how to activate the network user account.

- Each student is responsible for his/her logins and passwords. All computer use that occurs under those accounts is also the responsibility of the student.
- Usernames and passwords must be confidential.
- Never give your login or password or other personal information to anyone soliciting such information over the phone or by email. La Roche College will NEVER send an email requesting login or password or other personal information.
- The sharing of user accounts is prohibited.
- Each user must have a personal login.
- At no times should a person be logged into a system as a user other than himself or herself.
- All new student requests for accounts should be directed to the Office of Information Technology.
- User Accounts will become locked should the incorrect password be entered 7 times consecutively within a span of 10 minutes. The account will automatically become unlocked again after 10 minutes.
- Should a student forget his or her password, they may request that it be reset by going to the Information Technology office located in Peters Hall Suite 6 in person during regular office hours. A valid photo ID (driver's license or La Roche College student ID) must be shown when the request is made.

Residence Halls

All Residence Halls are wired for broadband internet access provided through Comcast. Technical support questions regarding internet service in the Residence Halls should be directed to Comcast at 1-800-576-5330.

General Policies

Online computer networks may only be used in accordance with applicable college policies and only for lawful purposes. Any conduct that violates college policies or applicable law is not permitted, and any student guilty of such conduct will be subject to disciplinary action and/or legal prosecution. This includes posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or religiously demeaning, threatening or otherwise objectionable material of any kind. Transmission of offensive graphic files or sexually explicit images or any other content, which is deemed offensive, is strictly prohibited. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is strictly prohibited and may result in disciplinary action by the College as well as civil and criminal liabilities.

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

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

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

Privileges

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

Academic Computing Resources

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

Academic Computing Labs

1. Academic computer labs are managed and monitored by a Lab Supervisor of the Office of Information Technology.
2. Use of such labs is restricted to students currently enrolled at La Roche College. Any exceptions must be pre-approved by the Director of Information Technology.
3. Use of such labs is restricted to academic purposes. Recreational web surfing, chatting, instant messaging, listening/viewing Internet audio/video content is strictly prohibited.
4. Alteration of academic lab computers by students is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.
5. Food and drink are not permitted in academic computer labs.

6. Disabling, or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
7. The Office of Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in these labs.
8. Abusive language, excessive noise or any other inappropriate or disruptive behavior is not permitted in the labs.

Print Quotas

1. La Roche College utilizes a print quota system to ensure that all students will have adequate access to computer printing services, while also protecting against abuse of printing privileges. Students may print to printers located in the campus computer labs and Wright Library. Students are allotted \$50 per semester for printing. Students may also take advantage of the Flexible Print Credit Program to increase their beginning allotment of print credits to \$75 or \$100.
2. Students who exceed the initial allotment may purchase additional print credits at the Student Accounts counter in the Registrar's office.
3. Complete information of the print quota system can be found in the Information Technology section of the La Roche College Intranet (intranet.laroche.edu/AdminServices/infotech/printquota.cfm).

Wright Library Resources

1. Wright Library computer resources are managed and monitored by the Office of Information Technology in conjunction with the Director of Wright Library.
2. Wright Library resources are restricted to research of an academic nature.
3. Alteration of library computers is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.
4. Food and drink are not permitted in the library.
5. Disabling, or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
6. The Office of Information Technology reserves the right to inspect any form of removable media which is suspect and believed to have been used in the library computers.

Wireless Networks

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

Writing Center Resources

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

Network Resources

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

Unauthorized Access

1. Use of the college's network is strictly limited to students who are currently enrolled, and who have valid user accounts that are in good standing with the Office of Information Technology.
2. Any unauthorized attempt to gain access, whether electronic or physical, to the network/Internet resources of La Roche College is strictly prohibited.
3. Any unauthorized attempt to gain access to network/Internet resources of entities outside of La Roche College is strictly prohibited.
4. Any unauthorized attempt to alter any web sites of La Roche College is strictly prohibited.
5. If a student should unintentionally gain access to resources for which he/she should not have access, the student must log out immediately, then report the incident immediately to the Office of Information Technology.

Netiquette

1. Transmission of ANY material(s) in violation of United States, state, or local regulation is prohibited.
2. Transmission of copyrighted material, threatening or obscene material or material protected by trade secret is prohibited. Use for advertisement of products or services, or for political lobbying is also prohibited.
3. Disruption of the network/Internet is prohibited. This includes, but is not limited to, bandwidth hogging, chain letters, unnecessary group/bulk mailings, etc.
4. Electronic mail is not guaranteed to be private. System Administrators have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.

5. Use of inappropriate language is prohibited. This includes, but is not limited to, racial and ethnic slurs, and language that is profane, obscene, or threatening in nature.
6. Transmission of personal home addresses, phone numbers, etc. is prohibited.
7. Transmission of personal information regarding other students, staff, and faculty is strictly prohibited.

Students are reminded that pictures and information posted on the internet via services such as **Facebook** and **Twitter**, are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or at a College-sponsored function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

Warranties

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

Offenses and Disciplinary Action

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

1. Minor Violations
 - a. The first offense will result in a written warning, which will be kept on file by the Office of Information Technology for future reference.
 - b. The second offense will result in a one-week suspension of the user's account.
 - c. Further offenses will result in disciplinary action including, but not limited to, indefinite suspension of the user's account, fines, etc. pending review.
2. Major Violations
 - a. Major offenses will be handled on a case-by-case basis. The disciplinary action for such offenses will range from suspension of the user account to criminal prosecution.

Additional Computer Lab Information

Specific and up-to-date information related to the computer labs not contained herein can be found on the La Roche College Intranet at intranet.laroche.edu/AdminServices/InfoTech/labs.cfm. Questions or comments about the computer labs can be addressed to the Director of Information Technology, via e-mail to helpdesk@laroche.edu.

Employment and Work-study Opportunities

Each semester, the Office of Information Technology hires a number of student technology associates who provide invaluable assistance with regard to the department's overall operations and user support. For further information on these job opportunities, contact the Office of Information Technology.

Finance Office

Payment Policy

La Roche College is committed to assisting students in formulating a complete financial plan for the payment of their educational expenses. As a La Roche College student, you have several options available to you when it comes to paying for your education. Payment arrangements for Student Account balances in excess of financial aid awards must be made in advance using one of the following methods:

- Cash payments may be made at the Cashiers Window located in room ZCC224.
- Checks made payable to La Roche College should include your student id number and be mailed to the Office of Student Accounts, 9000 Babcock Boulevard, Pittsburgh PA 15237.
- MasterCard/Discover/American Express payments can be made by using the TMS Gateway System. Log onto www.afford.com and click on Payment Gateway. A convenience fee of 2.9% will be charged. Visa credit cards are not accepted.
- You may also pay in full at www.afford.com using a checking or savings statement account.
- Financial Aid (all forms to be filed with the appropriate offices)
- Commitment to the Tuition Management System Payment Plan. Student Account balances must be; paid in full, be included in a TMS payment plan, or be covered by a current loan application by the published tuition due date of the current semester for your registration to remain valid. If you do not have your financing in place by that time, the College will be forced to void your registration. If you are deregistered there will be a \$75 reinstatement fee and you will have to register for classes currently available.

Please remember:

1. You may attend only those courses for which you are officially registered. Credits will not be granted nor grades recorded for any courses for which you are not officially registered.
2. Non-attendance is NOT official withdrawal from a class. Failure to officially withdraw from a class you are not attending will result in a grade of "F" entered for that course.
3. Only students who have officially withdrawn from the College within the refund period will have their accounts credited. Refer to the Academic Calendar for refund dates.

Effect of Dropping a Class on Student Accounts

All credit is based on the date the student officially withdraws by completing the proper form in the Registrar's office. Nonattendance or informing the faculty does not constitute a drop of class(es).

Fees, deposits and room payments are not refundable. Board payments will be credited on a prorated basis. All questions regarding tuition payment are to be directed to the Office of Student Accounts, CC224.

Financial aid refunds will be issued 10-15 days after the credit balance appears on the account.

Refund Policy

Tuition and fees are refunded according to the following schedule:

1. If a student officially withdraws prior to the end of the add period for the semester, the school retains 0%.
2. If a student officially withdraws within eight 8 days after the end of the add period for the semester, the school retains 50%.
3. If a student officially withdraws after eight 8 days after the end of the add period, the school retains 100%.

Tuition Reimbursement Policy

Many employers reimburse students based on satisfactory completion of the course work for a given semester. The employer requires that the students submit their grades and usually a copy of the student tuition bill and receipt* (or canceled check) before reimbursing them.

Students eligible for tuition reimbursement by their employers must submit a signed Verification of Benefits from the Office of Student Accounts by the tuition due date. Tuition payment will be due until 30 days from the date the previous semester's grades are made available by La Roche College. Current Verification of Benefits forms must be submitted for each semester by the tuition due date. These forms are available online through the Office of Continuing Education.

Company Billing Policy

Some companies and government agencies pay their employee's tuition directly to the college. If tuition is paid in this manner, please supply authorizing forms or letters from your employer to the Finance Office by the tuition due date each semester.

For complete Finance Office Policies, please keep and refer to the Student Billing Guide. It is the student's responsibility to check MyLRC often to verify their student account. All students are financially and academically responsible for their enrollment.

The Office of Student Accounts

9000 Babcock Boulevard
Pittsburgh, PA 15237
412-536-1030
412-536-1075 (fax)
Studentaccounts@laroche.edu

Division of Student Life

The Division of Student Life is responsible for providing overall leadership to the areas in the Division of Student Life. The division consists of the following areas, administrative offices, and departments: Athletics, Counseling, Food Services, Health Services, Community Standards, Diversity Services, Orientation, Housing and Residence Life, Conference Services and Student Development.

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

The Center for Student Development

The Center for Student Development is located in the College Center room 114. The Center is responsible for coordinating social, cultural, and recreational programs and activities. This department offers the opportunity for student leadership and growth through student government, La Roche Activities Forum (LAF), The Courier student newspaper, Speaker Series and numerous other clubs. There are a variety of student organizations to meet the diversity of the College community's interests. Student involvement in planning, implementation and participation are an integral part of student life at La Roche.

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

Fund-raising and solicitation policies have been adopted to protect the privacy of students and employees as well as to maintain congenial relationships with the community in general. Sales and solicitation campaigns that are potentially bothersome to business because of continual solicitation may not only reduce the effectiveness of the campaign but also lessen the image of the College in the long run. For these reasons, students must follow these policies:

On-Campus Sales or Solicitation

- A permit is required for such activities by students and student organizations, outside individuals, and outside organizations. This permit can be obtained from the Center for Student Development, located in CC 114. Requests for such approvals must be submitted at least seven days prior to the event. Once a permit is obtained, additional approval is needed to solicit in the residence halls. This is obtained from the Office of Residence Life.

Off-Campus Solicitation

- Permits must be obtained from the Office of College Activities and then submitted to the Office of College Activities for final approval. Allow ten (10) days for processing.

Student Government Association

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

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

Student Organizations

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

All student organizations must obtain recognition by submitting an application to the Student Government. Applications, procedures and guidelines are obtained from the Center for Student Development, CC 114.

All organizations must meet certain requirements in order to obtain and maintain approval. This includes membership criteria, non-discrimination laws, college advisors, a constitution on file in the Center for Student Development participation in College events, annual financial report, annual club report, adherence to the organizational publications code and adherence to College regulations and policies.

Recognized organizations are entitled to certain privileges which include: reserving space in College facilities, utilization of College equipment and services, application for funding from Student Government, fund-raising, use of organization rooms and lockers, mail services and mailbox in organizations room, advising and support services from the Office of College Activities, eligibility to apply for assistance to the Media Relations Office and the right to distribute and post organizational literature (according to established policies and procedures).

Off Campus Publicity

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

On Campus Publicity

Posting Notices / Fliers on La Roche Campus

All student organizations must comply with a publications code which includes the following:

1. Name of organization must appear on all publicity material and publications.
2. Compliance with the 1978 Copyright Act.
3. Written material may not include expressions that are considered obscene or libelous according to current legal definition.
4. Written material may not interfere with the stated mission of the college.
5. Compliance with college distribution policies and procedures.
6. In accordance with state law advertising, the advertising of alcoholic beverages is strictly prohibited.
7. Approval must be obtained from the Center for Student Development, CC 114, prior to posting notices/fliers and the Media and Marketing Relations Office prior to printing.

Distribution Policy

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

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

Diversity Services

Diversity services offers programs to a diverse group of students from different geographical, religious, ethnic, racial, and socioeconomic backgrounds. The office has a three-pronged objective: to assist students who have been historically under represented on campus in their transition to the La Roche community; to promote cultural awareness on campus; and to act as a multicultural educational resource to external communities. Through the office, students can expect programs to offer intellectual stimulation, opportunities to appreciate and learn from differences, and a variety of cultural and social activities.

Orientation Services

Prior to beginning their studies at La Roche College, all new students are required to attend an orientation program. The primary purpose of orientation is to ease the transition to La Roche College and to aid new students during the initial adjustment period. Toward that end, the orientation program has the following specific objectives: to explain to students and their parents the general and specific educational requirements for programs at the College; to work with students on how to get the most out of the programs to fit their personal needs; to help students examine their interests, abilities, values and limitations; to familiarize all new students with the La Roche campus; and to provide opportunities for students to meet each other and become involved in the campus community.

Food Services

The cafeteria is available to serve all students, staff, and faculty and is located on the lower level of the College Center. Resident students will be assigned a meal ticket number; this number is on the Redhawk card and the student Redhawk card must be presented at meals; others may utilize the cafeteria on a cash basis. No food or equipment may be taken from the cafeteria by anyone other than authorized personnel. Meal Plan options are available, as are additional Hawk Dollars.

Counseling

Short-term counseling services are free to all La Roche College students. Counseling is designed to help you maximize your academic and/or personal well-being by minimizing your stress. Talking things through with a caring trained professional can relieve much of your stress. Counseling can make possible more effective, concentrated academic work and a more rewarding lifestyle. Offices are located in Bold Hall. Call the Director of Counseling and Health Services at 412-536-1051 for more information.

Health Services

La Roche College has made a commitment to value all students and strive to provide the best care while you are here. North Park Urgent Care (NPUC) is committed to the enhancement of your physical, mental, and emotional well-being. To meet your medical needs, La Roche College Student Health at NPUC offers the following services: primary care and specialist referrals, laboratory services, and non-emergency urgent care. Routine, non-emergency care is provided at no cost under the terms of the NPUC/La Roche College agreement. This includes tests and/or procedures normally handled in a primary care physician's office.

Health Service Hours: Daily from 8 a.m. - 8 p.m.

Where to go: NPUC is located at 9401 McKnight Road (Arcadia center) Pittsburgh, PA 15237, just a few blocks from the college. If you have questions please call 412-366-1528. If you need transportation, call 412-536-1111 for Public Safety.

When you arrive at NPUC, please let them know you are a La Roche student by showing them your student ID. If you have questions or need additional information please feel free to contact the Counseling and Health Center located in Bold Hall II or call Lori Arend at x1051 (412-536-1051).

Emergencies

When North Park Urgent Care is closed, students are recommended to go to the emergency department of the hospital. All services provided by the emergency department will be billed to the student or his/her health insurance.

Health Insurance

Good health and access to adequate medical care is an essential component of a student's academic success. La Roche requires **all** students taking 12 or more credits to have health insurance each day of their higher education.

The College automatically enrolls **all** students taking 12 or more credits into our health insurance and those costs will appear on a student's bill. It is **your** responsibility to waive out of the school's coverage prior to the second week of classes, provided that you've shown proof of adequate health coverage. There will be no health insurance charges removed from the student account after the published dates.

To waive out of the student health insurance, please go to: www.hulseqm.com/myinsurance Long-in ID: Student's last name and first initial, without spaces. Password: The last five digits of your La Roche Student ID. From there it is a simple process of filling in your current health insurance information. Students with dependents may enroll them for coverage at an additional cost. Information can be acquired through the Office of Student Life or by contacting Lori Arend.

The Office of Housing and Residence Life

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

Furnishings

Furnishings are provided for each room/suite. Each resident is provided with a bed, dresser, and a desk with chair. Additional furnishings for the living room may include a love seat, sofa, and end tables as an added convenience. Outside furniture is not permitted in the residence halls. Any outside furniture that is found in a student's room during room inspections is subject to removal and disposal by the College.

Housekeeping

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

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

Room Inspections

Periodic room inspections will be conducted by members of the Residence Life staff.

Laundry

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

Lounges/Study areas

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

Maintenance Concerns

Maintenance concerns should be reported directly to an RA. In order to facilitate a response to these concerns, they should be reported as early in the day as possible. Emergency concerns should be reported immediately to the RA on duty, who will then contact the appropriate personnel. If the emergency occurs during office hours, you may contact the Office of Housing and Residence Life directly.

Security

Security personnel are available 24 hours a day. To contact the Security Officer on duty, call 412-536-1111. Direct calls to the security office are on an intercom system and are not private calls.

Telephones

A campus telephone is available in each residence hall room for the use of the students living within the room. This phone is equipped with a voicemail box. Any student wishing to have a telephone of his/her own can request one at the beginning of the year.

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

Television/Cable Services

Television cable services are accessible in each suite of the residence halls providing extended basic to the residents. It is possible to upgrade the services by contacting Comcast Cable Services at 1-800-576-5330 (mention you're a La Roche College Student when calling). Students are responsible for all upgrades and will be billed directly by Comcast Cable.

Vending Machines

Vending machines are located in each residence hall. If a machine is out of order, post an "out of order" sign on the machine, then contact an RA immediately. Refunds for vending machines excluding Dining Hall and Kerr Fitness Center machines can be obtained at the Information Desk.

Visitors

Visitors are welcome in the residence halls as long as they are accompanied by a resident at all times. To gain access to a residence hall, the visitor must use the intercom system located at the entrance to the building to contact the person whom they wish to visit. All visitors must exit the building by 1:00 a.m., unless they are registered to be an overnight guest (refer to Residence Life Policies).

Quiet Hours

The residence halls maintain a 24-hour courtesy policy. All residence halls begin quiet hours begin at 10:00 p.m. and extend until 10:00 a.m. the following morning on Sunday through Thursday evenings. On Friday and Saturday evenings, quiet hours begin at 1:00 a.m. and end at 10:00 a.m.

Becoming a Resident - New Resident Students

When a student wishes to become a resident student for the very first time, whether it be an incoming freshman, a transfer student, or a commuting student who has changed his/her mind about commuting, the first step is to make a \$100 housing deposit payable to La Roche College via Student Accounts. This housing deposit is non refundable and tells the Office of Housing and Residence Life that you are seriously committed to the option of housing. Upon receipt of this deposit, the student will be asked to complete the online Housing and Food Service Application and Contract. Upon receipt of the Housing and Food Service Application and Contract, the Office of Housing and Residence Life will make a housing assignment. Requests for a particular suite or roommate are honored whenever possible. Room assignments that are made prior to the start of a new school year will be announced via a housing letter that is mailed to the student in the month of July.

NOTE: Housing for New Students is assigned based on date of deposit. The later deposits received may be assigned to live in a triple (A Bold Hall traditional double converted to accommodate 3 students).

Once a student moves into the residence hall, the \$100 housing deposit now becomes a key and damage deposit. The deposit serves a dual purpose: a) it reserves a space in the halls because you have committed to the option of housing, and b) it ensures that any damages to the halls or loss of keys will be financially covered. Breaking the housing contract will result in a financial penalty (please see your Housing Contract).

Returning Resident Students

Returning resident students are assigned to their room for the upcoming academic year via Room Selection Day. The Room Selection Process occurs in April. The first step in the process is to make a \$100 housing deposit payable to La Roche College via Student Accounts. The deadline for this deposit will be set early in the spring semester by the Director of Housing and Residence Life. This housing deposit is non refundable, and nontransferable from one year to the next, and tells the Office of Housing and Residence Life that you are seriously committed to the option of housing.

After all deposits are made, the Office of Housing and Residence Life will determine which rooms/suites are available for the upcoming academic year. Students will select their room based on a lottery system. Your lottery number is generated based on your number of credits earned at the time of the Room Selection Process. No student will be allowed to select a residence hall room if they have not yet made a housing deposit. There will be no reservation of any space for any student who has not made a housing deposit.

If you do not go through the Room Selection Process you may be placed on a Housing Waiting List. Once On the waiting List you are giving a housing assignment based on a first come, first serve basis.

Once a student moves into the residence hall, his/her \$100 housing deposit now becomes a key and damage deposit. The deposit serves a dual purpose: a) it reserves a space in the halls because you have committed to the option of housing, and b) it ensures that any damages to the halls or loss of keys will be financially covered.

Off Campus College Leased Apartments

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

Single Room Availability

Single rooms may be available in the residence halls on a first come, first serve basis. There is an additional fee for having a single room. A waiting list is kept in the Office of Housing and Residence Life. Students may request a single based on medical conditions, but they must show proof that they need the single. The cost associated with having a single remains, even for medical reasons; however, a student may be granted priority on the assignment of the single room.

Note of Special Importance

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

Residency Requirements

1. No room assignment is considered valid until the student has submitted the online Housing and Food Service Application and Contract, and has a full \$100 deposit on record in the Finance Office.
2. All residents must be registered as full-time students carrying 12 credits or more) for the term of the online Housing and Food Service Application and Contract. For the summer months, students must be registered for at least 6 credits to live on campus.
3. Any student who wishes to be a resident must also be on the board plan. There are no exceptions to this policy.
4. The online Housing and Food Service Application and Contract is binding for the entire academic year, unless the student is officially released from the college. Reasons for such release include: marriage, serious illness, and prohibition by the college of enrollment for academic reasons. Refer to "Withdrawing from Residence" for details regarding payment.

Withdrawal from the Residence Halls

Once the contract is signed, students may withdrawal from the residence hall no later than May 1 of the previous year with out incurring the \$500.00 penalty to break your Housing Contract. In all cases, students who wish to withdraw from college housing must complete a withdrawal from in the office of housing and residence life. The housing deposit will not be returned. **Any student withdrawing from housing during the term of this contract cannot consider his/her withdrawal official until he/she has hand an interview with the office of housing and residence life and has returned his/her key(s).**

All requests to cancel this two semester contract are reviewed on a case by case basis by an appeal committee. The appeal should be sent to the Director of Housing and Residence Life. Appropriate documentation is required to support any such requests. If a student withdraws from the college housing for any other reason, he/she will be liable for the full amount of this agreement plus \$500.00 fee to break the Housing Contract. Once a student moves in they will forfeit the entire room fee.

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

Residence Hall Policies and Regulations

When living in community, it is important to have guidelines which protect the rights of community members. The Office of Housing and Residence Life has established such guidelines in the best interest of the entire residential community. Residents are responsible for becoming familiar with and adhering to all of the guidelines which are published in this handbook.

Residents also have a responsibility to confront other residents and guests in the community when it appears they are not adhering to established policies. See Residence Hall Probation "Student Code of Conduct - Definition of Penalties"

Abandoned Property

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

Alcoholic Beverage Policy

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

Appliances

For the purpose of fire safety, the college prohibits the use of the following electrical appliances: extension cords (power strips with surge protectors are permitted), hot plates, electrical coils, sun lamps, portable heaters, toasters and toaster ovens, hamburger makers, griddles, and refrigerators larger than 3.6 cubic feet. In general, the only food preparation appliances which are permitted are: electric popcorn makers, hot pots and percolators. Students are urged to use caution in the operation of any electrical appliance in the residence halls.

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

Bicycles/Skateboards/Rollerblades

The use of bicycles, skateboards and rollerblades in the residence halls are strictly prohibited. Bicycles may not be stored in the hallways or stairwells of the residence hall. Bicycles must be stored in student rooms. Grinding and Sliding on College property is not permitted. Disciplinary action will be taken.

Candles / Incense

Candles and incense are not permitted in the residence halls. Items will be confiscated and students will be assessed a fine.

Drugs

The College expects all students and student groups to comply with all local, state, and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state, and local ordinances and College regulations. Current law provides for severe penalties for violations which may result in criminal records.

Student involvement in the manufacture, use, possession, distribution or sale of illegal drugs or the misuse of any legal drug or the use of other substances in a manner which is a threat to health or safety is a concern to the College. Such behavior may subject a student to disciplinary action by the College. Dependent upon the nature of the violation, College sanctions may include but are not limited to educational intervention, fines, suspension or expulsion aside from or in addition to prosecution under applicable state and federal laws. College action may be taken whether or not independent action is taken by civil authorities.

Fire Safety

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

Fire regulations can help to minimize the possibility of hazard if the following regulations are strictly adhered to:

- Curling irons and clothing irons may only be used in the bathrooms of individual suites.
- Appliances are limited to those mentioned previously and they too are only permissible if used in the bathroom areas.
- Extension cords are prohibited in any suite area. However, the use of power strips with automatic shut-off capacities are permitted.
- Storage in the hot water utility closets in Mahler Hall must be arranged so that nothing is placed within a 2 foot distance of the heating unit. Students are strictly forbidden to store personal belongings in the utility closets in Peters and Schneider Halls; these closets are to remain closed and locked at all times.
- Wall tapestries, flags, and other fabric hangings are not permitted.
- Egress to and from the center of the room and also from the bed cannot be obstructed in any way.
- No decorations may be suspended from the ceiling.
- Telephone cords cannot be stretched across any open walkway.
- All doors must be free and clear of all postings, etc. The entrance door to each suite is limited to one message board.
- Open flames of any kind are prohibited.
- No live decorations such as trees, wreaths, or branches are permitted.
- Smoking is prohibited in all buildings.
- Loft units are prohibited (except when provided by the college).
- Fire exits are to be used only in the case of a sounding alarm. Fire doors should not be propped open. If a suite should be found in violation of any of the fire regulations, one opportunity will be granted to correct the problem. Future violations will result in an automatic fine of \$100 for the students who are responsible for that suite.

Firearms and Weapons

Firearms and/or dangerous weapons of any sort (including bows and arrows, knives, BB, pellet, paint ball, potato and stun guns, martial arts equipment, and electronic weapons) are not permitted in the residence halls.

Fireworks

Fireworks and other explosives are not permitted on campus.

Furniture

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

Outside furniture is not permitted in the residence halls. Any outside furniture that is found in a student's room during room inspections is subject to removal and disposal by the College.

Gambling

Gambling is not permitted on campus.

Guests

As each resident has the right to comfort and privacy in the use of their room/suite, the privilege of entertaining guests is a negotiable agreement between room/suite-mates. The host/hostess must be willing to accept full responsibility for the conduct of their guest(s). Any guest involved in a violation of the handbook may be banned from the residence halls.

Guests of the same sex may be invited to stay overnight, provided that a guest is registered on the Residence Life Intranet Website. to 11 p.m. the night of the visit. All room/suitemates must agree to host the overnight guest. An overnight guest's stay must not exceed two consecutive nights, and may not be more frequent than once per month. All overnight guests must be at least fifteen 15 years of age. Guests will be asked to show proof of registration and/or identification by any College official. Failure to cooperate and/or produce proper ID will result in the immediate revocation of the privilege of visiting in the residence halls.

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

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

Holiday Decorations

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

Keys

Each resident student is issued a residence hall room key, and an access card. These keys are to be returned when the student moves out of the residence hall. Key/card replacements may be requested from the Office of Housing and Residence Life. The cost of replacement is: residence hall room key is \$40 per core, and access card, \$10. If keys/card are lost and need to be replaced during the school year, the replacement fee will be placed on the student's account. Residents are not permitted to give/loan their keys to any other person for any reason. This is a security violation and disciplinary action will be taken.

Key/Damage Deposits

After the close of the Spring semester, damages will be assessed and key/ damage deposits will be refunded less any assessment charged to the student. If the total of a student's damage is in excess of \$100, the student will be billed for the additional amount. Any student with excessive damage may be dismissed from the residence halls and/or denied housing in the future.

Locks

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

Lockouts

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

Musical Instruments/Video Games

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

Personal Property

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

Personal Safety

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

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

Students may not use windows as a means of entering or exiting a room. Student found using a window as an entrance or exit will result in disciplinary action. A window may be used as a point of exit in the event of an emergency.

Pets

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

Quiet Hours

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

Quiet hours begin at 10 p.m. and extend until 10 a.m. on Sunday through Thursday evenings. On Friday and Saturday evenings, quiet hours begin at 1 a.m. and end at 10 a.m. However, keep in mind that all students should adhere to 24 hour courtesy hours to support the primary objectives of sleep and study for all students.

Room Changes

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

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

We are an institution of diversity. Room changes will not be granted based on diversity issues.

Students who change rooms without the approval of the Office of Housing and Residence Life will automatically be fined \$50.

Room Damage

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

Residents are financially responsible for any loss or damage to the suite when it cannot be ascertained which student is responsible for the damage. This holds true for common areas of the residence hall as well. When unsanitary conditions are found in a common area, every effort will be made to ascertain who was responsible. The individual will be fined \$50 and will be required to clean the area immediately. However, if the perpetrator is indeterminable, the fine will be assessed to common area damages for which all students share responsibility. It is the student's responsibility to be sure that their room is inspected by a member of the Residence Life staff prior to departure.

Room Entry/Inspection

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

Room Search/Entry

Any member of the Student Life staff may enter a student room when there is "reasonable cause to believe" that a student or guest is using the room for a purpose which violates college and residence life policies, federal, state, or local laws. Justification for such entry may be precipitated by observing an illegal guest, the transportation or use of alcoholic beverages by individuals, the use or possession of illegal drugs, or other observable violations. This list is not exclusive.

The college reserves the right to search all belonging in a residence hall room when a college official believes that a violation of the student code of conduct has occurred.

Smoking

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

Solicitation/Fund-raising

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

Student Personal Records

All discipline records are maintained in a student's personal file located in the Office of Housing and Residence Life. Records are only released according to FERPA Guidelines. You can find the FERPA Guidelines at this address: www.laroche.edu/academics/policies.htm#privacy

Student Code of Conduct

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

The Student Code of Conduct was developed to:

- treat all students with equal care, concern, dignity and fairness
- protect the integrity of the College and its resources, and
- stress a positive living and learning environment

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

Overview of the Campus Student Code of Conduct System

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

How the Campus Student Code of Conduct System Works

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

Authority to Discipline

The primary authority to discipline is vested in the President of the College who delegates such authority to the Dean of Students and their designees, i.e., Director of Housing and Residence Life, Director of the Office of Information Technology.

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

Violations of the Student Code of Conduct

A. The following misconduct* is subject to the disciplinary sanctions outlined in section VI:

(* Note that the list of misconduct is not all-inclusive. The College reserves the right to supplement this list at its discretion.)

1. Acts of dishonesty, including but not limited to the following:
 - a. cheating, plagiarism, or other forms of academic dishonesty;
 - b. furnishing false information to any College official, faculty member or office;
 - c. forgery, alteration, or misuse of any College document, record, or instrument of identification;
 - d. tampering with the election of any College-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non- College activities, when the act occurs on College premises. This includes excessive noise inside or outside of residence halls, classrooms, buildings or other College buildings.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property. This includes unauthorized transfer of college property from one location to another or within a particular building.
5. Littering inside of buildings or on College property, including disposing of trash in unauthorized areas.
6. Permitting research animals in any College building which is not designed for research purposes, or permitting any other animals in any other College building.

7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
8. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
10. Violation of published College policies, rules or regulations.
11. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
12. Use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law.
13. Use or possession of drug paraphernalia.
14. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication. Use, possession or distribution of alcoholic beverages on campus is not permitted, or public intoxication.
15. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises.
16. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
18. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
19. Theft or other abuse of computer time, including but not limited to:
 - a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - b. unauthorized transfer of a file
 - c. unauthorized use of another individual's identification, password and/or Ethernet card
 - d. use of computing facilities to interfere with the work of another student, faculty member or College Official
 - e. use of computing facilities to send obscene or abusive messages
 - f. use of computing facilities to interfere with normal operation of the College computing system
 - g. any and all conduct proscribed by the College's Student Computing Policies and Procedures published in the Student Handbook.
20. Abuse of the student code of conduct system, including but not limited to:
 - a. failure to obey the summons of a student code of conduct body or College official
 - b. falsification, distortion, or misrepresentation of information before a student code of conduct body
 - c. disruption or interference with the orderly conduct of a student code of conduct proceeding
 - d. institution of a student code of conduct proceeding knowingly without cause
 - e. attempting to discourage an individual's proper participation in, or use of, the student code of conduct system
 - f. attempting to influence the impartiality of a member of a student code of conduct body prior to, and/or during the course of, the student code of conduct proceeding
 - g. harassment (verbal or physical) and/or intimidation of a member of a student code of conduct body prior to, during, and/or after a student code of conduct proceeding
 - h. failure to comply with the sanctions imposed under the Student Code influencing or attempting to influence another person to commit an abuse of the student code of conduct system

La Roche Disciplinary Procedure

A student who is alleged to have violated the Student Code of Conduct will have a hearing before a hearing officer or a formal hearing before the College Student code of conduct Hearing Board. However, the College rarely convenes a formal Hearing Board, preferring instead to resolve matters promptly and in a straightforward manner before a hearing officer.

1. Mediation
 - a. The Dean or his/her designee may require students to meet for the purpose of mediation. In such cases, students are convened to discuss conflict situations or conduct violations. If mediation is not successful, student code of conduct hearings may be initiated if warranted.
2. Matters before a Hearing Officer
 - a. A student who is accused of violating the Student Code, after reasonable notice, will meet with a hearing officer.
 - b. The hearing officer shall be the Dean of Students or his/her designee.
 - c. The hearing officer will determine whether there has been a violation of the Student Code and impose sanctions, if any.
 - d. The hearing officer will notify the student in writing when a violation has been found.
 - e. Due process shall be observed at all times during the hearing.
3. Matters before the Hearing Board
 - a. At the discretion of the Dean, any matter involving a violation of the Student Code may be referred to a formal Hearing Board.
4. Composition of the Hearing Board
 - i. The Hearing Board will consist of two faculty members, two students and two staff members
 - ii. The Dean selects the pool of members for the Hearing Board in consultation with the appropriate College and student officials.
 - iii. The Dean's designee will serve as chair of the Board.
 - iv. A quorum requires that at least one member from each constituency (faculty, staff, student) be present to conduct disciplinary hearings.

Special Circumstances

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

1. If members of the Hearing Board are unable to meet due to scheduling conflicts;
2. If members of the Hearing Board are unable to meet during opening weeks, finals week, holiday or other breaks, or during summer vacation;
3. If counseling is deemed more appropriate and privacy or a sensitive matter is considered to be in the best interest of the student;
4. Extenuating circumstances.

La Roche College Student Code of Conduct Appeals Board

Composition of Board

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

Student Government Student Code of Conduct Vice President

The Student Government Student code of conduct Vice President is a peer advocate for students who is a source of information concerning the workings of the Campus Student code of conduct System.

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

President's Clemency

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

Disciplinary Hearing Procedures

Introduction

1. In all disciplinary hearings, the rudimentary requirements of due process will be adhered to.
2. In formal hearings before the La Roche College Student code of conduct Hearing Board, students charged with violation of the Student Code of Conduct will have:
 - a. notice of specific charges and possible sanctions within 72 hours of the offense, subject to necessary investigation.
 - b. notice of time, place and date, within 72 hours in advance of a scheduled hearing.
 - c. an opportunity to be accompanied by an advisor who may be present during the proceedings but who may not question participants or present verbal statements or arguments.
 - i. the advisor must be a member of the College community, i.e., student, faculty, or administrator.
 - ii. the advisor may not be an attorney-at-law.
 - d. an opportunity to present evidence and/or witnesses for the student's defense. Witnesses may only include individuals who were present during the alleged violation. Character witnesses are not permitted.
 - e. written notice of the findings, penalties imposed, and the procedure for filing an appeal.
 - f. the right to appeal to the Appeals Board and to petition for clemency to the President under certain circumstances.

General Procedures Before the Student Code of Conduct Hearing Board

1. While due process will be adhered to in all disciplinary matters, procedures do differ from those extended in the courts of law. In that regard, the hearing will be conducted in substantially the following manner:
 - a. Members of the Hearing Board are introduced.
 - b. The student charged and the complainant are presented with copies of the hearing procedure.
 - i. Should a student not appear at a disciplinary hearing after having been duly notified, the hearing will be conducted without his/her presence and a decision will be rendered.
 - ii. In no case shall a student be found in violation of the Student Code of Conduct based solely on his or her failure to appear before the Hearing Board.
 - c. The chairperson reads the charge or complaint.
 - d. The student states whether he/she has violated the Student Code
 - e. The complainant and/or members of the Hearing Board presents witnesses and evidence, subject to the right of cross-examination by members of the Hearing Board.
 - f. The student charged presents witnesses and evidence, subject to the right of cross-examination by the Hearing Board.
 - g. The student charged offers concluding remarks.

- h. All are excused from the hearing room except those members of the Hearing Board who will render a decision in the case.*
(* Decisions in disciplinary cases may be delayed pending further investigation and/or clarification of questions.)
- i. After the hearing, the Board shall determine by majority vote:
 - i. whether a violation of the Student Code has occurred.
 - ii. the sanction, if any, to be given, including special requirements and/or stipulations;** and,
 - iii. the effective dates of the sanction.
 (**A student's past disciplinary record will be considered when a violation of the code has been found.)
- j. The decision of the board is announced in the presence of the student charged.
- k. The student charged is advised of his/her right to appeal.
- l. The disciplinary hearing is adjourned.
- m. The disciplinary decision is then submitted to the Dean of Students within 24 hours.
- n. The Dean of Students will communicate the Hearing Board's decision in writing to the student involved along with notice of the right to appeal.

Hearing Record

There shall be a single verbatim record, such as a tape recording, of all hearings before the Hearing Board.

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

Procedure Before the Student code of conduct Appeals Board

1. Basis of Appeal: A student's appeal to the Student code of conduct Appeals Board will be based on one of the following issues:
 - a. whether the original hearing was conducted fairly in light of the charges and evidence presented;
 - b. whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
 - c. whether the sanction(s) imposed were appropriate
 - d. whether new evidence exists that is sufficient to alter a decision and which was not known to the person appealing at the time of the original hearing.
2. Procedure for Appeal: The following procedure will be used in considering an appeal in student disciplinary cases:
 - a. The student may file a written appeal to the Dean of Students within 72 hours of the disciplinary decision.
 - b. The written appeal is not to exceed 3 type-written pages.
 - c. The written appeal is forwarded to the Dean of Students.
 - d. Both the student's written appeal and the response of either the Hearing officer or the Chair of the Hearing Board are submitted to the Dean of Students who forwards the appeal to the Appeals Board.
 - e. The Appeals Board meets to consider the written statements.
 - f. The Appeals Board will consider the written statements and other evidence presented at the original hearings and renders a decision by majority vote.
 - g. The Appeals Board may:
 - i. affirm the original decision
 - ii. reverse the original decision
 - iii. reduce the sanction*
 (* The Appeals Board may not increase the sanction.)
 - h. The parties involved in an appeal will be notified in writing by the Dean of Students of the decision within seventy-two hours unless the Appeals Board requires additional information pertaining to the case.
4. Any finding of disciplinary dismissal is automatically reviewed by the Dean of Students both to ensure that due process has been followed and that the dismissal is consistent with the mission and objectives of the College.

Sanctions

Nature of Sanctions/Consequences

1. A single violation of College rules, regulations, and policies subjects the student to one or more of the following:
 - a. Warning – This reprimand may be given for violations of a less serious nature. The reprimand may be verbal or written.
 - b. Probation I – A written reprimand for violation of specified regulations. This penalty is considered a “final warning,” and the student is expected to exhibit exemplary behavior during the probation period. Probation is for a designated period of time and shall not be less than 1 academic semester for a particular violation.
 - c. Probation II – In addition to the sanctions in Probation I, this sanction may impose on the student any of the following:
 - i. reduction of student privileges;
 - ii. dismissal from the residence halls;
 - iii. dismissal from the College
 - iv. representing La Roche College
 - d. Placement on Probation II is automatic should a student fail to comply with the sanctions imposed under Probation I or have been found to have violated any provision of the Student Code while on Probation I.
 - e. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - f. Fines – An assessment of a proportionate monetary penalty; fines collected will deposited in the Residence Life fund.
 - g. Restitution – Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.
 - h. Discretionary Sanctions – Work assignments, service to the College, or other related discretionary assignments, with the prior approval of the Dean

of Students or his/her designee, may be imposed.

- i. Residence Hall Dismissal – Separation of the student from the residence halls. Upon dismissal, visiting privileges to all residence halls are revoked. Conditions for re-admission may be specified, but in all cases, the decision to re-admit the student is within the discretion of the Dean of Students.
 - j. College Dismissal – Separation of the student from the College. Upon dismissal, students are banned from campus. Conditions for re-admission may be specified, but in all cases, the decision to re-admit the student is within the discretion of the Dean of Students.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other forms of sanctions may be assigned by a disciplinary jurisdiction provided they do not conflict with the above sanctions.
 4. Other than College dismissal, disciplinary sanctions shall not be made part of a student's permanent academic record, but shall become part of the student's Student Life file. Student Life files are maintained by the Director of Housing and Residence Life and are kept for a period of 3 years following a student's graduation or, in the instance where a student did not graduate, 3 years after the disposition of the case.
 5. The sanctions described in the Student Code of Conduct may be imposed upon student groups or organizations.

Special Conditions

Interim Suspension

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

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

Off-Campus Violations

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

Violation of Law and of the Student Code of Conduct

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

Notification of Parents

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

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

Miscellaneous

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

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

Amendments to the Student Code of Conduct

Proposed Changes to the Student Code of Conduct

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

Academic Policy

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

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

Good Standing

Students are in good academic standing at the College when their cumulative and semester quality point average is 2.0 or above.

Not In Good Standing

Students are not in good academic standing at the College when their cumulative and/or semester quality point averages are below 2.0. Students not in good academic standing are required to work with a designated academic support advisor on strategies to enhance their academic performance. The Academic Standing Review Board carefully considers the individual circumstances of all students who are not in good standing and, at its discretion, may recommend that students not in good standing be subject to one of the following four categories of action: 1) Academic Warning; 2) Academic Probation; 3) Academic Suspension; or 4) Academic Dismissal.

Academic Warning

Students whose cumulative quality point averages (QPAs) are 2.0 or above but whose semester QPAs are below 2.00 may be placed on academic warning for the subsequent fall or spring semester.

Any student placed on academic warning is required to work with a designated support adviser on strategies to improve his or her academic performance.

Academic Probation

Full-time students whose cumulative quality point averages are below 2.0 (1.80 for freshmen) or who are subject to a second placement on academic warning may be placed on academic probation for their subsequent fall or spring semester of enrollment.

Any student placed on academic probation is required to work with a designated academic support adviser on strategies to enhance his/her academic performance. Any student placed on probation may be restricted to no more than 13 credits for his or her subsequent fall or spring semester of enrollment, and may be subject to other conditions as required by the academic support adviser or the Academic Standing Review Board.

Academic Suspension

Any full-time student whose semester QPA is below 1.0 or who is subject to a second placement on academic probation may be immediately suspended from the College for the subsequent spring or fall semester. Suspension decisions are made by the Academic Standing Review Board.

Students who have been suspended will be assigned an academic support adviser with whom they will work to accomplish the prescribed strategies necessary for their reinstatement. Reinstatement of any student who has been suspended will be at the discretion of the Academic Standing Review Board based on consideration of the student's written request for reinstatement and of the academic support adviser's recommendations. Students reinstated from suspension will remain on academic probation during the semester of their re-enrollment.

Academic Dismissal

Students may be dismissed from the college if they are subject to placement on academic probation for two consecutive semesters or fail to make progress after reinstatement to the college from suspension. Dismissal decisions are recommended by the Academic Standing Review Board to the Vice President for Academic Affairs and Academic Dean. The Academic Standing Review Board will carefully consider the student's total academic record prior to making a recommendation to dismiss.

Academic Appeal and Procedure

Students may appeal an academic suspension or academic dismissal by submitting a letter to the Vice President for Academic Affairs and Academic Dean within 10 days of receipt of notification.

The written appeal should fully describe the student's reasons for review or dismissal. The description should address causes of poor performance, others who are aware of the causes, and specific steps toward improving. The Vice President for Academic Affairs, in consultation with the chairperson of the Academic Review Board, may then ask a subcommittee of the Academic Standing Review Board to consider the appeal based on the additional information provided by the student and also consultation with others familiar with the student's case. The subcommittee will make a recommendation on the appeal for a decision by the Vice President for Academic Affairs. If the Vice President renders a decision in favor of the appeal, the student previously placed on academic suspension will be placed on academic probation and the student previously dismissed will be put either on academic suspension or on academic probation, based on the decision of the Vice President for Academic Affairs.

Grade Appeal Policy and Procedure

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

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

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

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

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

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

- Three faculty members, plus two alternates named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education.
- A representative from the Administration named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education;
- The Vice President of the Student Government Association;
- One undergraduate student (plus one alternate) elected by the Student Government Association

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

- Three faculty members, plus two alternates named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education; at least one voting member must have regularly taught in one of the graduate programs
- A representative from the Administration named by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education;
- Two graduate students. A pool of six graduate students will be selected by the Associate Vice President for Academic Affairs and Dean of Graduate Studies and Adult Education. Student and faculty alternately excuse two students each with the remaining two students serving on the committee.

Step	Responsible Party	Task	Deadline
1	Student	Informal contact with instructor to clarify concerns and make efforts to resolve the grade issue.	Anytime.
2	Student	Submits written statement to instructor that a grade appeal is desired.	End of 6th week of semester after the disputed grade.
3	Instructor	Must respond in writing to the student.	5 class days after receipt of student's statement.
4	Student	Must prepare a written appeal giving a clear and precise statement including a statement that the student has complied with the first two steps, the specifics of the appeal and suggestions as to what the student would consider a fair resolution of the appeal, with supporting reason(s). The statement must be submitted to the instructor and the instructor's chairperson. Student must also submit copies of all relevant correspondence and documents, including notes on verbal communication, email, and written exchanges to the Department/Program Chair.	7 calendar days after receipt of response from instructor.
5	Instructor	Will submit a written response to the department chairperson and to the student. Instructor must also submit copies of all relevant correspondence and documents, including notes on verbal communication, email, and written exchanges to the Department/Program Chair.	7 calendar days upon receipt of the student's appeal letter.
6	Department/ Program Chair	Will attempt to resolve the conflict between the instructor and student. Will write a letter stating the status of the student's grade after communicating with all parties.	7 calendar days upon receipt of response from instructor.
7	Student	Will submit a request in writing to the appropriate Dean for a hearing before the Grade Appeal Review Committee.	3 class days upon receipt of letter from Department/Program Chair.
8	Dean of School	Will convene a meeting of the Grade Appeal Review Committee who will follow hearing procedures adopted by the College.	3 weeks upon receipt of the request for a hearing.
9	Grade Appeal Review Committee	Makes final determination about the appeal and informs all parties involved, including the registrar, the student, the faculty member, and the department/program chair.	1 week following the hearing. The entire process must be completed during the semester within which the appeal is filed.

UNDERGRADUATE MISCONDUCT: PLAGIARISM AND CHEATING

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

A. Academic Integrity Issues

Faculty

La Roche College faculty has a responsibility to uphold academic integrity in such ways as:

- To create an intellectual and educational environment that reinforces academic honesty
- To define and promote academic honesty (i.e., in course outlines)

- To discuss plagiarism with students at different points throughout the semester.
- To provide a strong example, such as withstanding pressures to change students' grades
- To monitor students during exams
- To develop assignments that minimize the opportunity for dishonesty
- To check for differences between research materials and students' submitted assignments
- La Roche College faculty is required to provide information about penalties for academic misconduct on all course outlines.
- La Roche College faculty should respond to breeches of integrity by:
 1. Taking disciplinary action against students who have violated the standards;
 2. Reporting the names of students who have apparently violated these standards to the Office of the Vice President for Academic Affairs (VPAA) and Academic Dean who will inform the Student Life Office, the Office of Academic Enrichment and the student's adviser.

Students

La Roche College students are responsible for honest completion and representation of their work. By submitting signed work, students attest to the originality of the effort.

The following are examples of academic dishonesty and are subject to discipline:

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

- Academic writers are expected to utilize sources, for it is the interaction between self and others that actually constitutes academic writing. Likewise, it is *expected* that these sources will be properly cited.
 - When writers use the exact words of another writer, they must use quotation marks to distinguish between their own voices and the source. The source must also be formally cited.
 - Writers must also formally acknowledge the sources of ideas they borrow, wherever possible.
 - When a source is cited, the borrower cannot paraphrase too closely to the original by making only incidental changes to words and grammar.
 - When a student relies so heavily on outside sources that the paper is void of the student's *original* thoughts and ideas.
 - Selling or purchasing materials such as papers that are submitted as the student's endeavor is considered plagiarism.

Cheating: requesting and/or receiving information from other students or unauthorized sources, and/or providing information to other students regarding tests, exams or individual assignments.

Reuse of assignments: whole or part of work submitted for another class must not be reused without permission from the instructor.

Falsification of academic materials: Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.*

Misrepresentation of documents: Forgery, alteration, or misuse of any college or official document, record or instrument of identification.*

B. Penalties

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

- Instructors will report breaches of integrity to the Office of the Vice President for Academic Affairs as a clearinghouse to identify students who are repeat offenders. A copy of the written report will be submitted to the offices of Academic Enrichment, Student Life, and the student's advisor. The written faculty report must be submitted within the semester of the offense and contain full documentation of the incidence including photocopies of the materials deemed dishonest. Records will be maintained in the VPAA's Office for five years.
- Under most circumstances, the instructor will handle breaches of academic honesty. It is the instructor's duty to meet with the student promptly and privately in order to inform him/her that there is a reason to believe that s/he has committed an offence in violation of his/her academic integrity.
- The instructor has the responsibility to match the punishment to the misdeed.
 - A student may be required to redo a dishonest assignment or retake a test where cheating occurred, may be failed on the same, or failed for the course. In any event, the breach of integrity should provide a learning opportunity for the student.

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

C. Appeals

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

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

D. Record Keeping

Instructors will report breaches of integrity to the Office of the Vice President for Academic Affairs and Academic Dean as a clearinghouse to identify students who are repeat offenders. The written faculty report must be submitted within the semester of the offense and contain full documentation of the incidence including photocopies of the materials deemed dishonest. Records will be maintained in the VPAA's Office for five years.

*Adapted from undergrad-atatalog.buffalo.edu/policies/course/integrity.shtml

COLLEGE WIDE POLICIES

Alcoholic Beverages Policy

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

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

Definitions

- **use of alcoholic beverages:** includes the purchase, use, possession or serving of alcoholic beverages
- **La Roche College student:** any full-time or part-time student enrolled at the College
- **campus grounds:** College-owned property and facilities, including, but not limited to, residence halls, common/public areas including hallways, parking lots, and athletic fields.
- **knowingly present:** where a student knew or should have known that a violation of the La Roche College alcohol policy occurred and chose not to remove him or herself from the situation.
- **officially sanctioned College events:** activities which comply with state and federal law and at which alcohol has been approved to be served by the President or her/his designee

Mandatory Minimum Sanctions for Violating the Alcohol Policy at La Roche College

First Offense The student shall:

- meet with La Roche College Counseling Services; minimum of 1 session. Failure to show will result in a \$25 fine. You must reschedule the appointment; A Hold will be placed on your account until you meet with La Roche College Counseling Services.
- attend an alcohol education class; Failure to attend will result in a \$50 fine. You must attend this alcohol education class. They are held monthly. A hold will be placed on you account until you attended this class.
- be fined \$100.00; and
- be given probation I for the equivalent of a semester of 16 weeks.

Second Offense The student shall:

- meet with La Roche College Counseling Services; minimum of 2 sessions. Failure to show will result in a \$25 fine. You must reschedule the appointments; A Hold will be placed on your account until you meet with La Roche College Counseling Services.
- be fined \$150.00;
- be given probation II for the equivalent of an academic year or 32 weeks.
- participate in five hours of community service
- In addition, a letter shall be sent by the College to the student's parent(s) or guardian(s) advising of the student's conduct and violations. In compliance with FERPA, action taken under this section pertains to students who are under the age of 21.

Third Offense

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

The number of offenses for violating the alcohol policy is cumulative while a student is on Probation I or Probation II. (Example: if a student has an alcohol violation during the fall semester of his/her freshmen year, the student will be sanctioned as a first time offender. If that same student has a second alcohol violation while still on Probation I or II the student will be sanctioned as a second time offender, and so on).

Enforcement of the Alcoholic Beverage Policy

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

The College may notify the student's parents or guardian when disciplinary action is taken as a result of alcoholic beverage policy violations.

Good Samaritan/Medical Amnesty Policy

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

Guest Policy

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

Student Lounges

Several lounge areas are provided for student use and feature tables and chairs and vending machines for food items. The lounges are generally available during the hours that the college buildings are open; on occasion they may be reserved for special events or activities. The lounges available for student use are located in the College Center, Providence Hall and in Wright Library (lower level, features beverage and vending machines).

Non-discrimination Policy

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

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

Racial/Ethnic Harassment Policy

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

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

Snow & Emergency Closing Policy

La Roche College will close or delay classes only in the event of a safety emergency or extreme weather conditions. In extreme weather conditions, closing or delaying opening includes canceling classes and events on campus as well as off-site.

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

La Roche Weather Line

The La Roche Weather Line (412-536-1052) and e-mail have been established to provide updated information on closing, delays or canceling of classes at the college. An automated attendant provides the necessary information regarding changes in class schedule or cancellations.

Radio and TV Stations

The official notice radio and television station is KDKA 1020 AM & TV Channel 2.

e2campus Emergency Notification System

The e2campus Emergency Notification System is used to alert the campus community in the event of an emergency situation. You may sign up for the e2campus emergency notifications on the Intranet homepage.

Smoke-Free Campus Policy

La Roche College, as an educational institution and in recognition of its responsibilities under the Commonwealth of Pennsylvania's Clean Indoor Air Act, has developed the following tobacco-free policy to address the rights of employees, students and other constituents of the College. Programs designed to help eliminate smoking or dependence on tobacco-related products will be available to students through the campus counseling services.

The use of tobacco products is absolutely prohibited in all campus buildings, including rest rooms, in campus vehicles, parking lots, driveways, sidewalks and entrances to campus buildings (smoking within personal vehicles is the only exception). Smoking is permitted only in smoking stations located throughout the campus.

Individuals who do not comply with this policy may be subject to disciplinary action. A verbal notice will be given upon the first violation. Smoking is permitted only in designated areas which will be furnished with benches and receptacles with ash trays. "No Smoking" signs will be posted appropriately.

Although any member of the College community may remind a student or fellow employee about the non-smoking areas, the Public Safety Department is responsible for enforcement of the policy.

Statement on Student Sexual Misconduct

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

For the purpose of this statement, sexual misconduct is generally defined as sexual intercourse or indecent conduct (i.e. touching of sexual or other intimate parts of a person for the purpose of arousing or gratifying sexual desire) which occurs on campus between individuals who are not married. Infractions of this statement will be considered violations of the college's Student Code of Conduct and adjudicated accordingly. If, in the judgment of the Dean of Students (or his/her designee), the situation so warrants, students may be dismissed from the College. To the extent that conduct in violation of this statement may also constitute a violation of Pennsylvania criminal statutes, students additionally may be subject to criminal sanctions.

The College encourages students to be aware of the medical and ethical consequences of sexual conduct. To the extent that sexual misconduct may also constitute sexual harassment, institutional regulations which specifically address College policy in this area should be referenced.

Sexual Harassment Policy

La Roche College does not tolerate any physical or verbal conduct on the part of any administrator, faculty, or staff member which constitutes sexual harassment of a student. For purposes of this policy, sexual harassment of a student will be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student; or
3. Such conduct has the purpose or effect of substantially interfering with a student's educational experience by creating an intimidating, hostile, or offensive academic environment. In determining whether the alleged conduct constitutes sexual harassment, the College will look at the record as a whole, and at the circumstances, such as the nature of the sexual advances and the context in which the alleged action violates these guidelines will be made from the facts on a case-by-case basis.
4. Students who believe that they have been subjected to sexual harassment will have recourse through the established student grievance procedure (below).
5. All employees of the College will be held accountable for compliance with this policy. Violations may lead to disciplinary action, including suspension or termination of employment.

Sexual Assault Policy

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

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

The sexual assault policy prohibits all forcible and non-forcible sex offenses. In Pennsylvania those offenses include rape, incest, aggravated indecent assault, spousal sexual assault, voluntary and involuntary deviate sexual intercourse and indecent assault.

The College's sexual assault plan includes educational programming for prevention, training for first responders, and victim support services in the community and on campus. La Roche realizes the importance of education for preventing acts of sexual assault and focuses on programming which identifies precipitating factors such as alcohol, societal values, and peer pressure. Since a positive first response can set the stage for a victim's healthy recovery, a key component of the program is training for Resident Assistants and security personnel. An integral part of the program is the availability of counseling and other support services in the community and on campus.

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

The College Student code of conduct System has jurisdiction in matters related to violations of the sexual assault policy. All students have the right to use this system to address any perceived injustices caused by other students. The College may file charges against an alleged assailant without the support of the victim provided that there is corroborating evidence that an assault has occurred. In such cases, no pressure will be placed upon the victim to testify.

Student Grievance Procedure

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

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

- **Definition of Grievance Procedure Terms**

- **Grievance:** An incident in which a student feels he/she has not been fairly treated in a non-disciplinary matter.
- **Due process:** To assure that each student is provided a fair hearing.

Review Committee Membership

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

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

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

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

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

Procedures

1. If a student feels that he/she has a grievance(s), he/she must attempt to settle it by speaking to the faculty/staff member who is directly responsible for the grievance. This discussion must take place within 10 business days from the time the student becomes aware of the problem. The faculty/staff member who is directly responsible for the grievance must respond in writing to the student within 5 business days after the discussion has taken place.
2. If the student is dissatisfied with the results from step 1, the student will prepare a written appeal giving a clear and precise statement including the following:
 - i. A statement that the student has complied with step 1 above.
 - ii. Specifics of the appeal.
 - iii. Suggestions as to what the student would consider as fair resolution of the appeal, with supporting reason or reasons. This appeal is made to the immediate supervisor of the faculty/staff member who is responsible for the grievance. A duplicated copy of the appeal is sent to the appropriate line A officer at the same time. This appeal must be in writing and must be delivered within 10 business days of the response from the person directly responsible for the grievance. The immediate supervisor must respond in writing to the student within 5 business days after receiving the appeal. This procedure may continue, with the same time limitations, until the administrative officer has responded.
3. If the student is not satisfied with the outcome of steps 1 and 2, he/she may request a hearing before the review committee. This request is made in writing to the Dean of Students within 10 business days after receipt of the response from the administrative officer. The request is forwarded to the chairperson of the review committee. (See review committee composition for clarification). This request must include the nature of the grievance and a statement of the facts to be presented.
4. The student and the faculty/staff member who is directly responsible for the grievance will then receive notification of the date, time and place of the hearing, along with a list of the persons serving on the review committee.
5. The student, as the person directly responsible for the grievance, has the right to challenge for cause any member of the review committee; if the student, or the person directly responsible for the grievance, can establish bias on the part of the challenged member, the member may be excused. The chairperson of the review committee shall rule on such challenge and may confer with the membership of the committee (except the challenged member) in arriving at his/her decision. In cases where the chairperson is the member being challenged, the review committee will, by majority vote, decide whether or not the chairperson should be excused from the committee.

6. The faculty/staff member who is directly responsible for the grievance has the right to be present, testify and answer questions should he/she choose to do so.
7. The review committee must respond to the student, in writing, within 5 business days after the review committee hearing.
8. The results of the hearing are appealable to the President. The student must appeal in writing within 10 business days after receiving the results from the review committee. The President must respond to the student within 5 business days. There is no appeal to the Board of Trustees.

Freedom of Speech

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

Any person or group questioning the competency of invited lecturers or appropriate interpretation of this policy should refer all questions to the Academic Senate.

When outside lecturers are sponsored on campus, publicity must go through the Media and Marketing Relations Office and should state that the personal views expressed do not necessarily reflect the views of the college.

Space and Scheduling

Indoor and outdoor space may be reserved for special functions sponsored by student organizations. All space reservations for residence hall facilities should be directed to the Director of Housing and Residence Life. Requests for space should be directed to the Student Life Office. Classroom space may be reserved through the Registrar's office. It is necessary to register all events.

Updated 8/11



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