

2023-2024



THE CITIZEN

The Code of Student Life for St. Norbert College

Revised 08/2023

Office of Student Affairs

St. Norbert College
100 Grant Street
De Pere, Wisconsin 54115

THE CODE OF STUDENT LIFE

A student guide to the expectations at St. Norbert College

The information in this document is the best available at the time of release. St. Norbert College strives to present an accurate overview of the policies, programs, facilities, fees and personnel of the college in this document. However, SNC reserves the right to alter any policies, programs, facilities and fees described in this document. Changes in personnel may be made subsequent to publication. The SNC community will be notified via email of any updates made to this document.

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Message from Student Affairs



Greetings, and welcome to all new and returning St. Norbert College students. As members of the St. Norbert College community, we believe in preparing students for a promising future filled with success and monumental accomplishments, while providing an educational environment that fosters intellectual, spiritual and personal development.

The college has identified three things that make an SNC education distinctive.

First: Our students receive a holistic education. All that we do – not just inside the classroom, but outside of it, too – is designed to teach. Students learn to think critically. To lead. To communicate. To find truth.

Second: We help students discern and live out their values through careful contemplation and reflection. Here, they affirm what they believe in and are inspired to act on it.

Third: We teach our students both the joys and responsibilities of living in a community. Through that process, we produce engaged, informed global citizens who are equipped and motivated to make a difference.

As the vice president for student affairs, I want to personally thank you for reading *The Citizen*. College is an amazing time in your life, so I encourage you to familiarize yourself with *The Citizen*, as it will introduce you to the culture of our college, available support services, policies and procedures, and responsible behavior. We belong to each other and have a responsibility to keep ourselves and our fellow Green Knights safe.

St. Norbert College's core traditions – Catholic, Norbertine and liberal arts – shape a campus environment in which policies reflect our values:

- We affirm the sacred dignity of each member of our community and stand against any violation of another person's dignity.
- We seek peace and reconciliation, and strive to implement policies and practices that build up the lived experience of the community.
- We value lifelong learning, and approach violations of campus expectations through the lens of learning and community.

We take the experiences and concerns of our students very seriously. St. Norbert College strives to provide an environment for students to construct their own education and to acquire the means to create a unique educational experience that prepares us to honor God, serve humanity and care for all. We are committed to helping students be successful! At any point during your experience, feel free to reach out to any Student Affairs staff member; we are readily available to answer all questions.

I hope *The Citizen* will assist you in making informed decisions that are rooted in the moral and ethical standards of our college, and which support our deepest values.

Best wishes for an incredible year!

Joseph J. Webb

Joseph J. Webb, Ph.D.

Vice President for Student Affairs



St. Norbert at a Glance

In 1898, Abbot Bernard Pennings, a Norbertine priest and educator, opened the doors of St. Norbert College in De Pere, Wisconsin, a small community near Green Bay. Francis I. Van Dyke, a seminarian, was the first – and at that time only – student.

Since then, St. Norbert has grown to a stabilized enrollment of about 2,000 men and women. Modernization, increased size and sophistication have not changed the basic Pennings philosophy of education: “to perfect the personal, moral and intellectual development of each student.” That philosophy remains the cornerstone of the college’s goals and objectives.

Moreover, St. Norbert College is dedicated to maintaining the type of environment in which this development can take place – a community of learners in tune with the traditions of the Norbertine Order. St. Norbert is a private Catholic school that’s enriched by an administration, faculty and student body representing all faiths. A deep concern for moral and social values is evident here.

St. Norbert of Xanten

St. Norbert College is named after Norbert of Xanten, an archbishop who hailed from Xanten in the duchy of Cleves, Germany. His father was the Count of Gennep and his mother was a cousin of Emperor Henry IV. Norbert initially lived a rather pleasurable life, serving in the courts of the emperor and assisting the archbishop of Cologne. But around 1112 he was caught in a storm while riding on horseback; a lightning bolt nearly killed him. This conversion experience caused him to forsake court life for the life of a priest living in poverty and simplicity.

In 1119, Pope Calixtus II tapped him to found a new religious institute in the Valley of Prémontré near Laon in France: the Premonstratensians, or Norbertines. The order was dedicated to preaching, pastoral work and education.

Norbert was called away in 1126 to become archbishop of Magdeburg. The Norbertine Order continued to flourish throughout its first centuries of existence, only to be devastated by the Reformation and the French Revolution. Eventually, in the 19th century, the Norbertines began a slow, but definite, revival.

The first permanent Norbertine foundation in North America was established after Green Bay Bishop Sebastian Messmer asked Holland’s Berne Abbey to send some of its Norbertines to help him combat a schismatic group in northeastern Wisconsin. The first contingent came in 1893, led by Bernard Henry Pennings, founder of St. Norbert College.

Mission Statement

St. Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of *communio*, provides an educational environment that fosters intellectual, spiritual and personal development.

Land Acknowledgment Statement

In the spirit of the Norbertine value of *stabilitas loci*, a deep commitment to the local community, we acknowledge this land as the ancestral home of the Menominee Nation, which holds historical, cultural and sacred significance to the community. We acknowledge the living history and contributions of the Indigenous communities that inhabited this land prior to the establishment of St. Norbert College, as well as the sovereign Native American nations who continue to contribute to the flourishing of our communities.

Our Traditions and Values

St. Norbert College provides an education that is rooted in *communio*; shaped by the Catholic, Norbertine and liberal arts traditions; and committed to the development of the whole person. These roots, traditions and commitments call us to a radical hospitality that welcomes all.

Communio

Communio is the ideal of a community united as one and grounded in the Christian understanding of God as Trinity. The prime example of this ideal is found in the common life, prayer and service of the early Christians (Acts 2:44-47). *Communio* challenges us to follow the example of Jesus by loving one another. We live out *communio* through mutual esteem, trust, sincerity, faith and responsibility.

Our Three Traditions

Integral to a St. Norbert College education is the experience of our three core traditions.

The Catholic tradition calls us to:

- Uphold the sacred dignity of all persons
- Seek truth through an ongoing dialogue among faith, reason and culture
- Utilize knowledge to promote a Gospel vision of justice

The Norbertine tradition calls us to:

- Pray and reflect communally and individually, welcoming all to participate
- Seek peace and reconciliation in the spirit of St. Norbert
- Respond to the needs of our global and local communities

The liberal arts tradition calls us to:

- Dialogue with diverse cultures, perspectives and beliefs
- Cultivate a love of lifelong learning, inspired by excellent teaching
- Think critically as responsible members of society

Whole-Person Development

The college fosters intellectual, spiritual and personal development both inside and outside the classroom. We promote the development of the whole person by cultivating practices of study, reflection, prayer, wellness, play and action.

As the world's only Norbertine institution of higher learning, our roots, traditions and commitments create a unique educational experience that prepares us to honor God, serve humanity and care for all.

Civility Statement

The Citizen provides you with St. Norbert College's values and expectations so you can make positive, informed decisions during your time with us. Part of those values and expectations include the college's civility statement:

Choosing to be part of the St. Norbert College community, I promise to:

- Respect the sacred dignity of all persons, including myself
- Live with integrity, acting consistently with my values and beliefs
- Communicate truthfully, with openness to diverse perspectives and experiences
- Practice radical hospitality, demonstrating concern for others and actively opposing intolerance
- Serve the world, understanding the needs around me and sharing myself in response

In making this choice, I gladly honor the spirit of *communio* in word and action, pursuing my individual development and the common good.

Classroom Civility

St. Norbert College is committed to supporting a learning and working environment that protects the sacred dignity of the human person and fosters the mutual respect necessary for *communio* to flourish.

Membership in our college community places an obligation on all to preserve an atmosphere conducive to the freedom to teach and learn. That obligation includes the responsibility for individuals to maintain appropriate conduct that promotes a positive learning environment in the classroom. Patterns of disruptive or disrespectful behavior are not acceptable in a collegiate setting and will not be tolerated. Examples include making rude or disparaging remarks, interrupting classroom activities through the inappropriate use of electronics, verbally or physically disrupting class, and insulting or demeaning the contributions of professors or students. Every individual is expected to exemplify and promote civility as a member of the St. Norbert College community.

Division of Student Affairs

Mission Statement

The world needs people who are inspired by the wisdom of the Catholic, Norbertine and liberal arts traditions. Collectively, the division of student affairs is committed to holistically developing, engaging, educating and empowering every student by providing opportunities, inclusive conversations and experiences that support academic and personal goals, and by creating a culture of responsibility and care for one another.

Vision Statement

The division of student affairs enhances the student experience through programs and services that support the development of students to recognize the sacred dignity of all, to become global citizens and proponents of peace, and to work toward a more just world.

Learning Goals

Realizing that the full scope of student learning in higher education includes experiences both inside and outside the classroom, the division of student affairs actively supports the following college-wide learning outcomes:

- Thinking critically
- Communicating effectively
- Problem-solving creatively
- Behaving ethically
- Interacting respectfully
- Serving responsibly
- Living purposefully



Academic Policy, Resources and Support

Academic Honor Code

Academic misconduct is broadly defined as the attempt to unfairly advance one's academic performance. It's the granting to oneself of any kind of advantage not offered or available to one's peers and colleagues. Academic misconduct can take many forms, such as:

- Submitting for academic credit any work without properly acknowledging and citing sources.
- Submitting anything created by someone or something other than the student presenting the work for credit as one's own original work. This includes papers purchased online, copied electronic spreadsheets and any work that is created by anyone other than the student presenting the work for credit, regardless of how the work is procured. It also includes work generated by AI technology, except when expressly allowed by the instructor.
- Cheating on an examination, which includes using "cheat sheets," accessing formulas or notes that have been stored on a phone or other technology, and copying from peers.
- Collaborating with others when it is contrary to the stated policy of the course.
- Stealing examination or course materials, or knowingly using such stolen materials. This includes stealing library or other college resources and unauthorized access to electronic materials.
- Obtaining information about a test or quiz from someone who has previously taken the examination. (This does not include tests returned from previous semesters, which may be considered part of the public domain.)
- Communicating with someone else via text messaging or other technology during a test in order to obtain answers.
- Falsifying or fabricating records, laboratory reports or other data.
- Submitting work previously submitted in another course.
- Knowingly and intentionally assisting another student in any of the above, including assisting in any arrangement whereby work is submitted or performed by a person other than the student who is getting credit.

Academic honor board

Each year, nine students (three sophomores, three juniors and three seniors) and four faculty members are selected to serve on the academic honor board for the entire academic year. The student government association's executive board determines the procedure for the selection or election of student members to the academic honor board each spring. The faculty elects faculty members to the academic honor board for two-year terms. Hearings of the academic honor board are chaired by the college's trained honor code facilitator, who has no vote. Each semester, the vice president for academic affairs' office or designee informs the campus community about cases involving confirmed academic misconduct through the campus newspaper, a campus-wide memorandum or other appropriate means. These periodic reports describe the general nature of the misconduct and any sanctions imposed. To ensure confidentiality, the reports do not include the names of the individuals involved or any details that might identify them.

Academic sanctions

If there is a finding of academic misconduct after an honor code conference or honor board hearing, one or more of the following sanctions may be applied to the offending student:

- Required completion of remedial tutorial on academic integrity
- No credit given for academic exercise in question
- Final course grade reduced by two half-grades (e.g., from AB to BC)
- Maximum allowable final course grade of C
- Course failure, with no opportunity to withdraw from course
- Suspension from college for one or more semesters, effective at end of term in which misconduct occurred
- Dismissal from college, effective at end of term in which misconduct occurred

If there is insufficient evidence for a finding of academic misconduct after an honor code conference or honor board hearing, no sanction will be applied. If participants in an honor code conference decide that a sanction other than those listed above is appropriate, that sanction will be detailed in the honor code conference agreement and may be imposed in place of, or in addition to, the sanctions above.

[St. Norbert Academic Honor Code: snc.edu/registrar/students/honorcode](http://snc.edu/registrar/students/honorcode)

Transcript notations

In 2002, *United States of America v. Miami University, et al.* unanimously ruled that disciplinary records are educational records under the Federal Educational Rights and Privacy Act, or FERPA. Thus, they may only be released with a student's consent, as required for a transcript release. The official St. Norbert College transcript for any student sanctioned under the academic honor code or student standards of conduct (*The Citizen*) will include a notation of the probation, suspension, dismissal or expulsion. Notations will appear on the front of a transcript on the term the action was taken. The transcript key will include definitions of each notation as follows:

Academic Probation – Has not made satisfactory academic progress. May remain enrolled.

Academic Dismissal – Failure to meet academic standards or terms of probation. May appeal or reapply.

Honor Code Dismissal – Dismissed for academic misconduct per honor board hearing. May reapply.

Disciplinary Suspension – Dismissed for judicial misconduct per conduct hearing. May reapply.

Disciplinary Expulsion – Dismissed for judicial misconduct per conduct hearing. May not reapply.

This policy was developed by the registrar's office, student judicial affairs and the associate academic dean, in accordance with the best practices of the American Association of Collegiate Registrars and Admissions Officers and the Association for Student Conduct Administrators.

[St. Norbert Academic Honor Code: snc.edu/registrar/students/honorcode](http://snc.edu/registrar/students/honorcode)

Academic Advisement

At St. Norbert College, advising is integral to each student's academic program. All degree-seeking students are assigned to an academic advisor who assists them in meeting their academic and career goals. Your advisor can guide you in your decision-making, self-understanding and intellectual growth during your years at St. Norbert.

The benefits of academic advising

- Assistance with planning your academic program to meet your graduation timeline
- Assistance regarding the best manner in which to complete your degree requirements
- Updates about new college policies and procedures
- General guidance and support

Academic advisement policy

Students are required to meet with their advisors each semester prior to registration and are encouraged to confer with them regularly about curriculum, career and individual concerns. Advisors hold regular office hours each week during school terms for student visits or calls. Contact your advisor about office hours or to set up an appointment.

Office of Academic Success, Support and Accessibility

This office provides services to all students. Services include study skills assistance, time management training, reading skills development, individual and group tutoring, academic coaching, and academic peer mentoring. It also provides resources for students with disabilities.

[Office of Academic Success, Support and Accessibility: snc.edu/academicsupport](http://snc.edu/academicsupport)

Accessibility services for students with disabilities

In keeping with the St. Norbert College mission, which calls us to help students develop to their full potential, and in compliance with the Americans with Disabilities Act (ADA), the college provides reasonable modifications and necessary accommodations to students with disabilities. Students become eligible for services when they disclose and provide recent documentation of a disability to the office of academic success, support and accessibility. Accommodations are tailored to a student's need on a case-by-case basis.

[Services for Students with Disabilities: snc.edu/academicsupport/accommodation](http://snc.edu/academicsupport/accommodation)

Center for Global Engagement

The Center for Global Engagement is the hub of all international activity at St. Norbert College. It provides global opportunities for students, faculty, staff and the community. The CGE also uses its resources and programs to enhance and complement the college's curricular and co-curricular programs, namely academic programs in international studies, international business and language area studies, leadership studies, and peace and justice.

[Center for Global Engagement: snc.edu/cge](http://snc.edu/cge)

[International Students: snc.edu/cge/currentstudents](http://snc.edu/cge/currentstudents)

Center for Norbertine Studies

The Center for Norbertine Studies is a collaborative partnership between the college and the Norbertine Order, the founding order of the college. The purpose of the center is to disseminate information about the history of the Norbertine Order, a rich history that informs all that we do on campus as exemplified by the Norbertine motto “Docere verbo et exemplo” – to teach by word and example. This is embodied and carried into the future via the college’s Catholic, liberal arts tradition. The CNS hosts a series of lectures and events throughout the year, and offers opportunities for undergraduate scholarship and publication, including through the [SNC Research Fellowships](#) program.

[Center for Norbertine Studies: snc.edu/cns](http://snc.edu/cns)

Consumer Information Disclosures

The U.S. Department of Education requires St. Norbert to disclose certain information to consumers, such as students, employees and parents. To access this information, visit the easy-to-use website portal created by the office of institutional effectiveness.

[Consumer Information Disclosures: snc.edu/about/disclosures.html](http://snc.edu/about/disclosures.html)

Financial Aid

Students interested in applying for financial aid may do so by completing the Free Application for Federal Student Aid, or FAFSA, at fafsa.gov. More information about the process, timelines and types of aid available is available on the college website.

[Financial Aid: snc.edu/financialaid](http://snc.edu/financialaid)

Honors Program

The St. Norbert College Honors Program is a selective program that provides highly motivated, creative and intellectually curious students with a college experience that challenges them academically and engages them in a diverse and dynamic intellectual community. Students who graduate from the Honors Program have demonstrated the ability to approach complex issues through the application of reason and critical thinking, as well as clearly and effectively communicate their analyses. They have successfully completed all honors courses and project requirements, have maintained a cumulative grade point average of 3.5 or above, and have modeled academic integrity.

Honors students are challenged personally as well as academically. They are expected to actively engage with the Catholic, Norbertine mission of the college and the ideal of *communio* by treating all members of the community with respect; being conscious of, and attentive to, the needs of the greater community; and pursuing a life that includes service to others.

[Honors Program: snc.edu/honorsprogram](http://snc.edu/honorsprogram)

Information Technology Services

Here are links to the most current information on computers and their appropriate use. [ITS: snc.edu/its](http://snc.edu/its)

[File Sharing and Copyright Infringement: snc.edu/judicialaffairs/computingpolicies.html](http://snc.edu/judicialaffairs/computingpolicies.html)

Mulva Library

The Miriam B. and James J. Mulva Library is committed to enriching the academic endeavors of the St. Norbert College community by supporting the mission and core values of the college, supporting the teaching and research needs of the SNC community, and promoting lifelong learning.

[Mulva Library: snc.edu/library](http://snc.edu/library)

Norman Miller Center for Peace, Justice and Public Understanding

The Norman Miller Center's curricular and co-curricular programs provide resources and opportunities to help the St. Norbert College community and others become informed about, and committed to, transformative action in the world. Through advocacy and special events open to the public, the center seeks to connect individuals and organizations to the common good while capitalizing on their existing interests and abilities. Located just inside the main entrance to Michels Commons, the center is open from 8 a.m. to 4:30 p.m. Monday through Friday. For more information or an appointment, call 920-403-3881.

[Norman Miller Center: snc.edu/millercenter](http://snc.edu/millercenter)

On-Campus Student Employment

Residing in the office of career and professional development, SNC's on-campus student employment program strives to further develop students' career readiness competencies through supervisor mentorship and experiential learning. This program is essential for students to develop academically and socially, while offsetting the cost of higher education.

Academic enrichment provides students with educational learning experiences that enable them to develop intellectually, build career-readiness skills and access adequate instructional support. Social engagement ensures that students have the access and opportunity to freely participate in diverse, educational and community-building activities outside of the classroom with peers, faculty and staff. Financial capability helps students build the capacity to meet the financial demands of higher education.

This interactive student employment program will help supervisors engage student employees, enhance student contributions to campus, and contribute to student success all within the context of experiencing the Catholic, Norbertine and liberal arts values in a work setting.

[Student Employment: snc.edu/studentemployment](http://snc.edu/studentemployment)

Registrar's Office

The registrar's office has the most up-to-date information on academic requirements. [Registrar's Office: snc.edu/registrar](http://snc.edu/registrar)

Study Abroad

The Center for Global Engagement offers study abroad opportunities via more than 75 programs in over 30 different countries. In addition to semester-long programs, the college offers short-term global seminars. These seminars, available in January and every summer, are led by college faculty for groups of St. Norbert students. Global seminars vary in topic and location. For those interested in staying closer to home, domestic study away programs are also offered.

[Study Abroad: snc.edu/cge/studyabroad](http://snc.edu/cge/studyabroad)

Students with Disabilities and General Education Requirements

The core curriculum committee makes decisions about general education requirements for students with learning disabilities and, in some cases, students with a physical disability, in accordance with the following policy:

- The student shall have a medical and/or psychological assessment prepared by a licensed and/or certified professional. The assessment documentation must show a diagnosis of the problem and suggest appropriate academic accommodations. The assessment shall be on file in the office of academic success, support and accessibility.
- With consultation between the accessibility team and the faculty members who teach the student, the college shall provide the reasonable and appropriate accommodations identified in the assessment to meet the specific learning needs of the student so that the student is able to meet the general education program requirements.
- Substitution of a course in order to meet curriculum requirements shall be considered only if the college is unable to provide any other appropriate accommodation, or if testing clearly demonstrates that the student is incapable of meeting a distribution area requirement through selection of one of the approved courses.
- The allowable substitution shall be determined by the general education and honors committee, in consultation with the accessibility team and the faculty in the discipline(s) from which a substitution is being considered. The substitution cannot alter the learning outcomes of any major requirements.

Disputes regarding academic accommodations policy

St. Norbert College makes learning and teaching accommodations and modifications for students with various disabilities. One example: allowing a student to listen to audio recordings instead of reading text. If a dispute arises regarding a requested academic accommodation, here are the steps that must be taken.

Informal Procedure

- A student or faculty member who believes there is a valid basis for a complaint regarding a requested academic accommodation must first attempt to resolve the issue with the student or faculty member involved. If this effort is unsuccessful, the complainant will discuss the concern with the director of academic success, support and accessibility, who will investigate the complaint and attempt to resolve the

disagreement in a timely manner. If a resolution is not achieved, the complainant may then initiate a formal procedure. The appeal should be made within five working days of the unresolved complaint.

Formal Procedure

- The student or faculty member will submit a written appeal that will be directed to the dean, who forwards it to the academic accommodations review panel. This panel is composed of three members of the faculty, elected to three-year terms, and the director of the office of academic success, support and accessibility, serving ex officio without vote. The role of the academic accommodations review panel is to interpret the application of the relevant statutes on academic accommodation to the particular case being appealed.
- The complainant will prepare a general description of the complaint and sign the statement. (In a case in which the complainant has been diagnosed with a developmental expressive writing disorder, the panel will waive the requirement for a written statement and allow the complainant's case to be presented orally.) The vice president for academic affairs shall solicit a written response from the other party and submit all documents to the panel.
- The panel will consider the petition, as well as the response of the other party, and investigate further as it deems appropriate. The panel will conduct a hearing if either party so requests.
- The review panel will render a decision regarding the complaint within 10 working days of receipt of the complaint. The decision will be communicated in writing to the student; the faculty member; the director of academic success, support and accessibility; and the college's ADA/Section 504 officer.
- If desired, either party may appeal to the U.S. Department of Education's office of civil rights through the college's affirmative action officer.

[Academic or nonacademic accommodations appeals:](http://snc.edu/academicsupport/accommodation/appeals.html)
snc.edu/academicsupport/accommodation/appeals.html

Student Support and Services

Bias Incident Response Group

The Bias Incident Response Group supports people targeted in bias incidents by working closely with them to explore their needs and interests. The group also educates members of the St. Norbert College community about bias-related incidents. BIRG members include faculty and staff trained in identifying and responding to incidents involving bias. It is important to note that BIRG is not part of the judicial process, but may assist students in filing a grievance that would be forwarded to Student Judicial Affairs.

[Bias Incident Response Group: snc.edu/diversityaffairs/biasincidents/BIRGcommittee.html](http://snc.edu/diversityaffairs/biasincidents/BIRGcommittee.html)

Campus Safety

St. Norbert College's campus safety department consists of full-time professionals and student assistants. The department provides for the safety and security of students and all members of the college community through safety and crime prevention programs. Campus Safety reports to the assistant vice president for student affairs and residential education and housing. Campus Safety also works with the De Pere Police Department and the De Pere Fire Department. All cases are handled by professional staff in a way that is sensitive to everyone involved.

Authority of Campus Safety staff

Campus Safety staff members have the authority to ask for identification and to determine whether individuals have lawful business at St. Norbert College. They also have the authority to enforce campus rules and regulations and to issue parking tickets, which are billed to the financial accounts of students, faculty and staff. Campus Safety officers do not have powers of arrest. Criminal incidents may be referred to the De Pere Police Department or other law enforcement agencies that have jurisdiction on campus. Campus Safety works with local law enforcement agencies to exchange crime-related information, reports and statistics. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Safety staff and the De Pere Police Department. Prompt reporting will ensure timely posting of warning notices on campus and crime statistic disclosures.

[Campus Safety: snc.edu/campussafety](http://snc.edu/campussafety)

Career and Professional Development

Career and Professional Development is the central hub for students seeking career and professional development resources. Its programs, services and self-service resources are useful for students from their first year on campus through their senior year, and are designed to encourage successful transitions from academia to meaningful post-graduate work. Staff members are here to help students assess their interests, explore careers, build career skills, and engage in the internship and job-search process throughout all aspects of their career journey. CAPD seeks to equip and empower students to discern career direction; thrive in chosen career/vocational aspirations by growing in individual and collective strengths; gain experience; connect with a robust network of employers; find meaning in work; and determine how to impact the larger community and world for the common good.

CAPD, on the first floor of Todd Wehr Hall, is open from 8 a.m. to 4:30 p.m. Monday through Friday. Students can make confidential appointments through their Handshake account, where they can choose their own appointment time. They may also make appointments at careers@snc.edu or by calling 920-403-3040.

[Career and Professional Development: snc.edu/careers](https://snc.edu/careers)

Counseling and Psychological Services

Counseling and Psychological Services helps students deal with the transitions, challenges and overall experience of life at St. Norbert. Students can visit CAPS when dealing with academic stress, roommate issues, anxiety, relationship questions or when they simply feel down. In addition to individual counseling, CAPS offers biofeedback and group therapy. In collaboration with [Wellness by Design](#), the college's wellness initiative, CAPS provides outreach in a variety of areas, including alcohol and drug use, suicide prevention awareness, body image, distorted eating, bystander intervention, and mindfulness/contemplation. For students on the autism spectrum, CAPS provides support via the [SNC ASD Support Program](#). CAPS, on the second floor of the Mulva Family Fitness and Sports Center, is open 8 a.m. to 4:30 p.m. Monday through Friday. Students can get information and make confidential appointments by email at counseling@snc.edu, by phone at 920-403-3045 or by stopping in the office.

[Counseling and Psychological Services: snc.edu/counseling](https://snc.edu/counseling)

Early Alert Program

The Early Alert Program is a multidisciplinary group that meets regularly to discuss students of concern. It also identifies individuals who demonstrate behaviors that may be early signs of future disruptive or violent behavior. The goal of the Early Alert Program is early intervention by coordinating resources for these students in an effort to keep the SNC community healthy and safe.

First-Year Experience

The First-Year Experience program introduces first-year students to the history and mission of St. Norbert College, as well as to the skills and understanding they need to succeed as members of the college community, both inside and outside of the classroom. This peer-led experience is presented using a variety of engaging formats. The co-curricular offerings are part of the First-Year Seminar course in which students are enrolled.

[First-Year Experience: snc.edu/fye](https://snc.edu/fye)

Health Services

All students pay a health fee each semester to cover basic medical care, counseling services, and access to our state-of-the-art fitness center and pool. Healthcare services include assessments by a registered nurse and diagnostic screening tests for strep, mono, influenza, etc. as needed. Influenza vaccinations, over-the-counter medication samples and first-aid items are also provided at no cost. Students have access to advanced practice medical providers on campus Monday through Friday. These services, as well as outreach laboratory testing, immunizations, procedures and limited prescription medications, are available for an additional fee. As a courtesy, Health Services will attempt to bill your insurance for any of these additional fees, provided current insurance information is on file. Please note any incurred fees may be applied to out-of-network

deductibles. Health Services is located on the second floor of the Mulva Family Fitness and Sports Center and is open 8 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m. Monday through Friday during the academic year. Students can make an appointment by calling 920-403-3266, accessing the Mediat patient portal or by emailing health@snc.edu. Health Services complies with all HIPAA privacy and security regulations.

[Health Services: snc.edu/health](http://snc.edu/health)

Ministry on Campus

The Norbertine priests, along with staff members at St. Norbert College Parish and the Emmaus Center for Spiritual Life and Vocation, support all SNC students, whatever their faith background or spiritual needs. St. Norbert College Parish is a vibrant Catholic community because of its engaged students. It offers students opportunities for spiritual growth, active ministries to put faith into action, and personal and professional development through engagement in Catholic parish life. The Emmaus Center coordinates the work of the [ALIVE](#) peer ministry program and the vocation exploration program [Navigate](#); co-sponsors the multicultural [TRIPS](#) service program; offers a [Protestant worship](#) service; and oversees a variety of retreat opportunities and weekly opportunities for [prayer](#) and contemplation. The ministry offices are located in Todd Wehr Hall.

[St. Norbert College Parish: snc.edu/parish](http://snc.edu/parish)

[Emmaus Center for Spiritual Life and Vocation: snc.edu/emmauscenter](http://snc.edu/emmauscenter)

Office of Student Inclusion and Belonging

The office of student inclusion and belonging (formerly known as Multicultural Student Services) works to uphold the values of the St. Norbert College mission statement by creating a campus environment where the sacred human dignity of every person is held in respect and diversity is valued. Its mission is to create safe relationships for and with students to facilitate growth in personal and intellectual identity. The office's Multicultural Center and staff offices are located in the Campus Center, Suite 310. Staff are available to meet from 8 a.m. to 4:30 p.m. Monday through Friday. The Multicultural Center maintains the same open hours as the Campus Center. Students can contact the office of student inclusion and belonging at 920-403-4023 or multicultural@snc.edu.

[Office of Student-Inclusion and Belonging snc.edu/student-inclusion](http://snc.edu/student-inclusion)

Sturzl Center for Community Service and Learning

The Sturzl Center equips members of the SNC community to work for the common good in Brown County and beyond by promoting transformative student learning in co-curricular service experiences and community-engaged academic courses. The Sturzl Center is on the mezzanine level of Todd Wehr Hall, Room M36. Staff can be reached from 8 a.m. to 4:30 p.m. Monday through Friday at 920-403-3374 and at sturzlcenter@snc.edu.

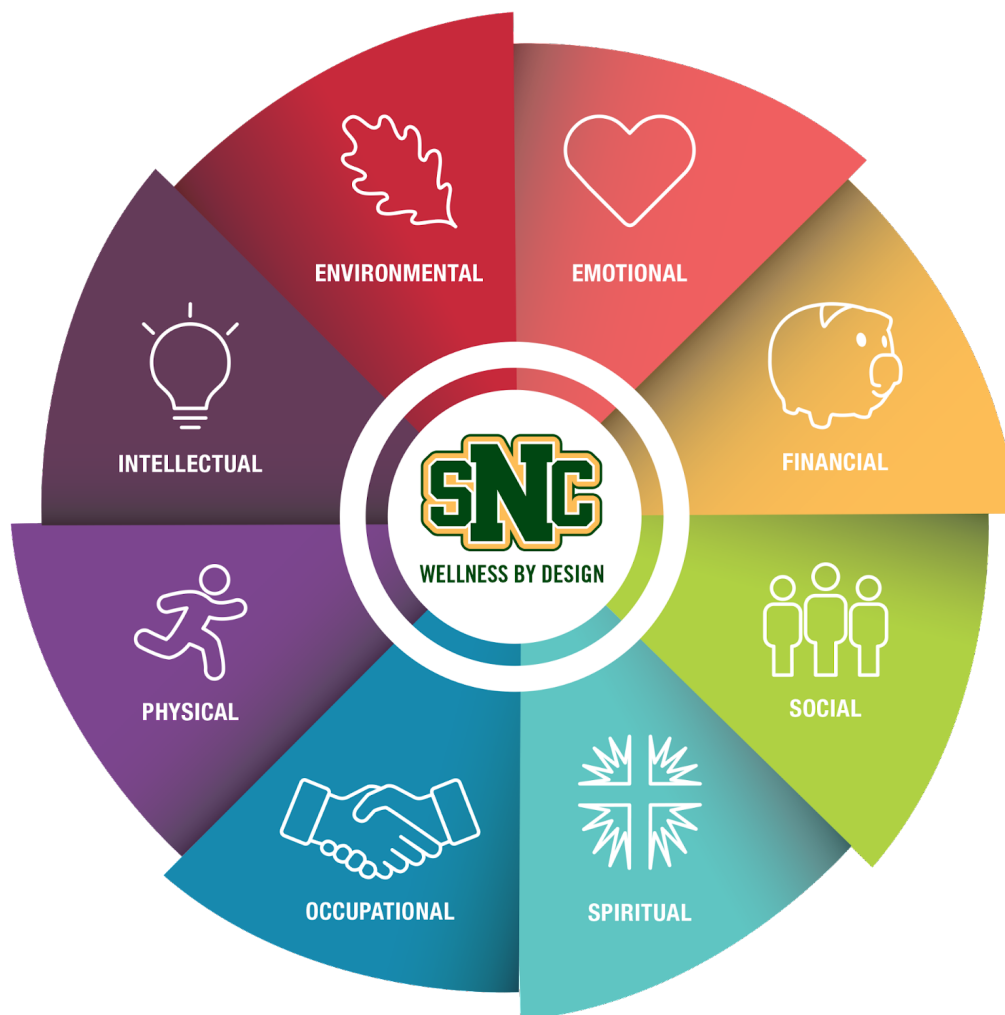
[Sturzl Center for Community Service and Learning: snc.edu/sturzlcenter](http://snc.edu/sturzlcenter)

Wellness by Design

The college's Wellness by Design initiative offers campus programming and sponsors awareness campaigns centered around the eight dimensions of wellness: emotional, environmental,

financial, intellectual, occupational, physical, social and spiritual. Topics include sexual violence; bystander intervention; suicide prevention; body image; autism spectrum disorders; responsible alcohol use; substance misuse awareness; financial well-being; diversity, inclusion and belonging; spiritual exploration; and emotional and physical well-being. Wellness by Design collaborates with on- and off-campus partners to provide evidenced-based prevention messaging. The team uses social media and in-person awareness events focusing on the eight dimensions of wellness throughout the academic year.

[Wellness by Design: snc.edu/wellnessbydesign](http://snc.edu/wellnessbydesign)



Residential Education and Housing

St. Norbert is a four-year residential college. All students must live on campus unless released from the residency requirement by meeting the requirements for commuter status. As you progress through your four years at SNC, you'll have the option of choosing increasingly independent living options, from traditional residence halls your first year to college houses and apartments your senior year. Our hope is to make SNC your preferred place to live by offering co-curricular programs and leadership opportunities in a values-oriented living and learning environment.

Housing Agreements

Residential Education and Housing may make changes in housing rules and regulations during the term of your agreement by sending an email one week before the changes become effective. If the health or safety of persons using the facilities may be adversely affected by the delay, implementation may be immediate.

[St. Norbert College Housing Agreement: *snc.edu/housing/2023-2024-Housing-Agreement.docx.pdf*](https://snc.edu/housing/2023-2024-Housing-Agreement.docx.pdf)

Roommate Responsibilities

Sharing a room with someone is similar to other relationships – to be successful, it requires communication openness, flexibility, respect and compromise. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residence experience. Each student will have the opportunity to complete a roommate agreement form to aid in communicating the expectations you have of each other.

Housing Policies

Waterbeds

Waterbeds are not permitted in any building managed by Residential Education and Housing.

Guests

You are responsible for, and will be held accountable for, the behavior of your guests and visitors. A guest is any person you bring or let into the building who doesn't live in the building or have a contract with Residential Education and Housing; any person who comes to visit you once you become aware of their presence; or any person who is in your room/housing assignment who doesn't live there.

- Guests may not stay more than three consecutive nights in any hall, apartment building or college house within one calendar month.
- Guests are permitted only with your roommate'(s)' consent. The number of overnight guests allowed is no more than two times the number of assigned residents in your living assignment. For example, a two-person bedroom can have four overnight guests and a five-person home is allowed 10.
- Overnight guests are not allowed during final exam periods.
- Guests may not be in possession of resident room keys or I.D. cards. Guests must be escorted whenever they are outside of a host's room and must use their own appropriately designated bathroom. Guests are permitted any time of day, provided they are properly escorted and all policies relating to guests are followed.
- Guests are not permitted if they are under the influence of alcohol or other drugs.

Quiet/Courtesy Hours in Residential Education Areas

Courtesy hours are observed 24 hours a day, seven days a week, in all residential living units. Courtesy hours require that residents be considerate of others living in their community and keep noise to reasonable levels. Specific quiet hours are observed Sunday through Thursday from 10:30 p.m. to 8 a.m., and Friday and Saturday from 12 a.m. to 8 a.m.

Selling and Solicitation

Concern for student privacy, building security and property protection have led to stringent regulations about selling/soliciting in residential areas. Solicitation by those unaffiliated with SNC is prohibited unless approved and/or co-sponsored through a campus department and Residential Education and Housing. Solicitors operating in residential areas without permission are considered trespassers and subject to disciplinary action. Sales – including food, merchandise and solicited funds – are not permitted in residence halls or upper-class housing areas.

Pet Policy

SNC does not allow unauthorized pets in any campus-owned housing, with the exception of fish. Fish tanks may not be larger than 20 gallons. "Visiting" pets are also prohibited. Students who require a service/support animal may have one authorized through the office of academic

success, support and accessibility. Only one animal may be approved. Service animals must be wearing a harness when in common areas and be under the control of their owner. Support animals are only allowed in the assigned housing building. Fines starting at \$1,000 may be imposed for any unauthorized pet or for any damage to campus property as a result of an animal, regardless of authorization. In accordance with De Pere municipal laws, no exotic animals will be authorized as a service animal.

Residency Requirement

All students must live on campus unless released from the residency requirement. Release may be granted for commuter students meeting certain requirements, typically when students are living with a parent/legal guardian **within 35 miles** of the college. All students need to receive written permission from Residential Education and Housing to commute. Violations of the residency requirement will be adjudicated through the college conduct process. Sanctions may include assignment to a housing unit and incurring the fee for the unit, disciplinary probation, and dismissal from the college for up to one semester.

[Commuter Students](http://snc.edu/housing/commuter.html): snc.edu/housing/commuter.html

Sport Activities in Campus-Owned Housing

Riding skateboards, hoverboards or bicycles, or throwing Frisbees or other projectiles, is not safe and is not allowed in campus-owned housing. Neither is in-line skating. In addition, playing sports such as golf, basketball, baseball, soccer, racquetball, etc. is not allowed in campus-owned housing.

Upper-Class Area Living Guidelines

All students living in college-owned houses, townhouses, the Carriage House, Doksan Hall, Gries Hall, Hugh Hall, Roggenburg Hall, St. Joseph Hall, and the Prémontré and Xanten apartment buildings are expected to live according to all of the policies and procedures listed in the living guidelines, housing agreement and community living expectations, as stated in *The Citizen* and subsequent publications of Residential Education and Housing.

[Residential Education and Housing](http://snc.edu/housing): snc.edu/housing

Room Entry and Room Search

The college exercises its right to enter or search a room with discretion. Before entering a room, an authorized staff member will knock, announce themselves, receive permission to enter and then enter. If a staff member suspects a college regulation is being violated, they may enter after knocking and announcing themselves.

Room entry

A reasonable effort will be made to have a resident present when a room is entered, if it is necessary and appropriate. Whenever a room is entered without a resident's presence, the staff member(s) shall leave a note, email or other notation of an attempt to contact, stating that the room has been entered, the name(s) of the person(s) who entered and the purpose of the entry. The following staff members may enter a student's room for the following reasons:

- Maintenance staff or housekeepers
 - For routine maintenance or housekeeping
- Campus Safety or Residential Education and Housing staff
 - To resolve emergency situations (e.g., fire, smoke, accidents, sickness, and danger to the health and welfare of residents)
 - When there is evidence or reasonable information that a college regulation is being violated
 - For hall opening and closing inspections, other published break-period inspections, and monthly upper-class area health and safety housing inspections

If there is evidence in plain sight that a college regulation or civil law has been violated during a room entry that's not part of a room search, it may be dealt with as a policy violation.

Room search

Premises occupied by students are not searched unless appropriate authority has been obtained, except under emergency circumstances. The college follows these guidelines:

- A search is allowed when there is reasonable suspicion that residents of a specific room have in their possession articles that are in violation of state or federal laws, or college rules and regulations.
- A search is allowed when there is reasonable suspicion that residents of a specific room are in the process of committing acts that are in violation of state or federal laws, or college rules and regulations.
- Authorization for a room search must be obtained from the director of campus safety, the vice president for student affairs, the assistant vice president for student affairs and Residential Education and Housing, or their designees.
- Unless not feasible, staff members must make every effort to have one or all residents present during the search and inform the resident(s) about the reasons for the search.
- Articles that represent illegal possession or violation of civil law or college regulations may be confiscated and held until necessary action and/or safety measures are completed. The De Pere Police Department may be called to assist, if necessary.

Student Engagement and Co-Curricular Activities

Athletics

The St. Norbert Green Knights compete in 23 intercollegiate sports at the NCAA Division III level. One of every three of our students participates in varsity sports. The Mulva Family Fitness and Sports Center is home to St. Norbert's basketball, volleyball, and swimming and diving teams. This facility features a state-of-the-art fitness center and a swimming pool on the east side of the sports center that looks out to the Fox River.

Tailgating

St. Norbert College invites fans, parents and alumni to enjoy tailgating and Green Knights college football in the friendly confines of Donald J. Schneider Stadium. The tailgating guidelines are designed to ensure your safety and comfort.

[Tailgating guidelines: athletics.snc.edu/documents/2021/2/24/Tailgatingguidelines2022](https://athletics.snc.edu/documents/2021/2/24/Tailgatingguidelines2022)

[Athletic schedules: athletics.snc.edu](https://athletics.snc.edu)

[Mulva Family Fitness and Sports Center:](https://athletics.snc.edu/facilities/mulva-family-fitness-sports-center/8)

athletics.snc.edu/facilities/mulva-family-fitness-sports-center/8

Student Activity Fee

The student activity fee gives the student body the finances to fund programs students feel meet their needs. Money from this fee allows students and student groups to enrich their co-curricular environment. With the activity fee, students can make direct decisions based on their assessment of student needs, the evaluation of these needs and the development of activities to meet these needs.

- All full-time students are required to pay the \$150 student activity fee. This fee is automatically assessed with tuition and other fees at \$75 per semester, and collected by the college business office.
- All part-time students carrying two courses are required to pay the \$75 student activity fee.
- All part-time students carrying one course are assessed a student activity fee of \$15 per academic year (\$7.50 per semester).

Eligibility criteria

Student organizations that the college formally recognizes are eligible to apply for funding from the student activity fee. The funds must be used for programs that have the potential to benefit the entire SNC student body.

Funding criteria

Student groups seeking financial support from the activity fee must prepare a budget that states the need for the funds and the amount requested, plus an evaluation plan for subsequently determining the success of the program. The student activity fee allocations committee has the right to fund any percentage (0-100) of the total request. The committee also has the right to evaluate the organization's books each semester.

Student Organization Recognition

The college supports the right of individuals to organize and participate in student organizations whose purpose is in line with the mission of St. Norbert College. These organizations will be eligible for recognition. For more information, call 920-403-4023 or email studentengagement@snc.edu.

Student Organizations: snc.edu/studentorgs or my.snc.edu

Nondiscrimination policy

All recognized student organizations must abide by, and state in their constitution, the following: "As members of a recognized student organization at St. Norbert College, we admit students to our organization without regard to age, sex,* gender identity, race, color, national origin, ancestry, sexual orientation, military or veteran status, marital status, mental/physical disability, religion, or any other characteristic protected by the current federal and state statutes. All rights, privileges, programs, positions and other activities generally accorded or available to our organization are equally available to each member of our organization."

*Fraternities, sororities and single-sex independent organizations are exempt from the "sex" provision listed in the statement.

Nonhazing policy

All recognized student organizations must abide by, and state in their constitution, the following: "As members of a recognized student organization at St. Norbert College, we unconditionally oppose placing any or all members of our organization, or those of the general student population, in situations which produce mental or physical discomfort, embarrassment, harassment, or ridicule. Freedom from the humiliation and danger of hazing is guaranteed to every member of the college community. We realize that any form of hazing violates college policy and Wisconsin State Statute 948.51."

Hazing is not just a Greek concern. All organizations should be aware of the implications of this practice. Hazing is illegal and immoral. All organizations must foster the protection of all members and potential members as a cohesive group. It is a criminal offense to tolerate hazing or fail to prohibit it; officers and organization members may face prosecution.

Alleged violations of the hazing policy within a student organization should be reported to the director of the Center for Student Engagement. Your identity will be kept confidential. Any student, faculty, administrator or outside individual who recognizes hazing may make a report. Any violation of a hazing regulation subjects an individual to disciplinary action, including possible suspension or expulsion from the college. In addition, the offender may be subject to any applicable criminal statutes defined by Wisconsin law. An organization may be placed on probation while hazing charges are investigated. If the organization is found responsible, it may be involuntarily dissolved.

Student Organization Requirements

College expectations

When an organization is granted recognition by the college, it is a privilege. Upon recognition and continued renewal, each student organization is obligated to:

- Conduct itself in a way consistent with St. Norbert College's mission
- Select qualified officers in good academic and disciplinary standing, with a cumulative GPA of 2.25 or higher
- Have an employed member of St. Norbert College as an advisor
- Manage financial matters responsibly

Member expectations

Members of your organization are expected to:

- Abide by all regulations, policies and sanctions in *The Citizen* student guide and all Wisconsin state laws.
- Not tolerate, participate in or witness sexually abusive behavior, acquaintance rape or dehumanizing language, action or physical abuse due to ethnicity, religious beliefs, gender or sexual orientation; and all forms of hazing as defined in *The Citizen* student guide and Wisconsin Statute 948.51.
- Assure to the best of their ability that all activities sponsored or co-sponsored by their organization will be conducted responsibly and in good taste.
- Be responsible for any person whom they invite to a sponsored function or activity.
- Respect the property of St. Norbert College and all students and guests.
- Realize their actions speak for the organization and, in turn, the actions of the organization impact the reputation of the college. Therefore, members must accept the responsibility of conducting themselves in a manner conducive to advancing SNC traditions and values.

Reputation and the St. Norbert College name

As a recognized student organization, you may use "St. Norbert College" in conjunction with your programs, activities and organizational publicity. Using St. Norbert College's name connects you with the college and the respectable image that must be upheld. Use of a college logo, without express permission from the director of the Center for Student Engagement, is not allowed.

Always remember that you are operating under the St. Norbert College name. The organization's behavior, as well as that of its members and guests, are governed by the policies in this document. Inappropriate behavior, even though occurring off campus, falls within the college's jurisdiction and may result in disciplinary action.

Judicial Process for Student Organizations

If an organization violates institutional policy, the organization's leadership members (president and vice president, in most cases) will meet with the director of the Center for

Student Engagement to discuss the organization's responsibility for the violation and appropriate outcomes. If this happens, the organization could be subject to an administrative warning, social probation, deferred suspension or even revocation of the recognized status. If the director feels the situation warrants a College Community Relations Board hearing, they will work with Student Judicial Affairs to schedule a CCRB hearing for the organization. Individual members who were involved with the policy violation will be referred to Student Judicial Affairs.

[Conduct Process for Student Organizations: snc.edu/judicialaffairs/studentorganizations.html](http://snc.edu/judicialaffairs/studentorganizations.html)

Risk Management for Student Organizations

Policies regarding alcohol and drugs

- Possession, use and/or consumption of alcoholic beverages must be in compliance with all applicable laws and rules of the state, county, city and college.
- Student groups cannot purchase, sell or serve alcoholic beverages to minors.
- Student groups cannot purchase alcohol with organization funds.
- Student groups cannot possess, sell and/or use illegal drugs or controlled substances at any event or activity that an observer would associate with the organization.
- Student groups cannot sponsor open parties.
- Student group-sponsored activities cannot include drinking games.

[St. Norbert College Drug and Alcohol Abuse Prevention Plan: snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf](http://snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf)

Campus event regulations

Events hosted both on and off campus must be registered with the Center for Student Engagement. These include overnight retreats, meetings open to the public, dinner-dances, conferences, service projects and club-sponsored tours. This can be done quickly by creating an event in the MySNC online platform. Please create your event at least two weeks prior to its occurrence or earlier if it is a large social event. Registration is necessary to:

- Allow administration feedback to ensure you aren't putting your organization or individual members at unnecessary risk
- Inform the college of your intentions so that if something unfortunate happens, you will be more likely to have immediate college support
- Access liability waivers on MySNC for attendees

Risk waivers for events

Waivers are necessary for any activity that is beyond normal day-to-day college operations. Such activities include events that increase risk to participants; e.g., traveling off-campus to a museum, using portable climbing walls or inflatable games, etc.

Risk waiver policies and procedures are as follows:

- A student organization must create its event on MySNC at least two weeks before it occurs.

- All event participants must sign the online event waiver (if required) before participating. This can be done by registering for the event on MySNC.
- A student organization must report any significant incidents involving participant safety to the director of risk and property management immediately following the event (920-403-3066).
- A student organization should report injuries at on-campus events to Campus Safety when they occur.

New-Member Education within Social Organizations

New-member education is a program designed to develop a special bond between potential new members and the sorority, fraternity or independent social group they are joining. Although each social organization has its own new-member education program, the essential ideas behind any program must be to:

- Provide impetus for high academic achievement through assistance programs
- Provide opportunities for personal development through leadership positions, self-awareness programs and proper social functions
- Provide a method for serving others through community service projects
- Promote St. Norbert College through active participation in all-campus events and through positive relationships with other organizations
- Develop knowledge of the organization through studying its history and obtaining a clear definition of its goals and ideals

St. Norbert College associating guidelines

- Students are not permitted to join or affiliate with social organizations (fraternities, sororities and independent groups) until the official recruitment dates set by the Center for Student Engagement at the start of each school year. Organizations are not allowed to recruit or hold recruitment events before these dates.
- All potential new members must have achieved specific grade and behavioral standards to be eligible to join. First-semester, first-year students must have a graduating high school GPA of at least 3.0, while second-semester, first-year students through seniors must have attained a 2.25 cumulative GPA. (Some groups have a higher minimum GPA requirement.) Students sanctioned with disciplinary probation are ineligible to associate.
- New-member education programs can last no longer than six weeks, with an additional week allowed for induction.
- Program hours are from 7 a.m. to midnight.
- Any and all types of new-member education activities are prohibited in the library at all times, with the exception of organized study hours.
- Activities should in no way disrupt the campus community. Active members and potential new members should be courteous and respectful within campus buildings and residence halls.
- All social organizations must plan associating activities to reflect and respect the values inherent in the Norbertine heritage. This includes an evident respect for the person and dignity of each individual.

- Though each social organization may set its own criteria for admission to active membership, none is free to discriminate on the basis of race, creed, ability, sexual orientation or national origin.
- Each semester, all new associates must review and sign the new-member/-associate education contract outlining their responsibility to abide by the hazing policy and to periodically review their activity with respect to its compliance.

The consequences of not adhering to these guidelines may include, but are not limited to, administrative warning, social probation, mandatory educational programming, suspension from the Involvement Fair and organization dissolution.

Activities During Final Exams

No co-curricular activities – including student organization events, programming activities, intramural and club sport activities, and intercollegiate athletic events – shall be scheduled after midnight on the Sunday before finals. An exception may be post-season tournament participation by an intercollegiate athletic team. The consequences of not adhering to these guidelines may include, but are not limited to, administrative warning, social probation, mandatory educational programming, suspension from the Involvement Fair and organization dissolution.

Speaker Policies

A rich part of campus life are the scholarly and artistic opportunities broadly available to the campus or local community. Our commitment to free expression and civil discourse, described above, informs our desire to offer a wide breadth of perspectives and opportunities for our students and others to learn. At the same time, the college's commitment of time or other resources, as well as the public nature of these events, warrants a process of review prior to commitments being made. If a student organization wishes to invite a speaker to campus, they should first consult the [Speaker Policies](#).

Additional Information

Here is the most current list of student organizations, including social groups:
[Student Organizations at St. Norbert College: snc.edu/studentorgs](http://snc.edu/studentorgs)

College Policies and Procedures

Alcoholic Beverages

St. Norbert College is committed to a healthy environment that stimulates students' intellectual and personal development while ensuring their physical well-being. The college neither encourages the use of alcohol nor condones its misuse. However, the institution respects the choice of students 21 and older to responsibly consume alcohol.

All students, whether on or off campus, must adhere to local and federal laws concerning alcohol use. They are also expected to conduct themselves in a mature and responsible fashion when drinking, always respecting the rights of others. The college will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession or distribution of alcohol by or to any student.

Individuals must recognize that when exercising rights, they assume responsibilities. The risks associated with the abuse of alcohol are numerous, and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. More specifically, risks include suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less-obvious risks associated with alcohol, including:

- Poor academic performance
- Poor job performance
- Sexually-transmitted infections, including HIV/AIDS
- Unplanned pregnancy
- Jeopardizing future career prospects (e.g., admission to law school or employment with the federal government)

Students are expected to adhere to this college policy while representing the institution at off-campus events.

[St. Norbert Drug and Alcohol Abuse Prevention Policy:](http://snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf)
snc.edu/judicialaffairs/docs/drug_alcoholprevention.pdf

Amnesty

Amnesty will be given to students who, in good faith, report a policy violation to a campus authority, such as underage drinking or the use of illegal substances. Amnesty is given even if the student has violated a college policy and subsequently became a victim or witness to the reported violation. The severity of the infraction will determine the nature of the college's response. However, the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol whenever possible.

The seriousness of gender-based misconduct and sexual harassment are major concerns. The college does not want any circumstances (e.g., drug or alcohol use) to inhibit the reporting of gender-based misconduct or sexual harassment.

Biased Harassment

St. Norbert is committed to maintaining an inclusive community that values diversity, equity, inclusion and belonging, and which fosters the sacred dignity and mutual respect of all individuals. SNC students have the right to participate fully in college programs and activities free from bias.

A bias incident is defined as “behavior that is hostile, harassing, intimidating or discriminatory and is based on actual or perceived race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity, disability or other difference.” Examples include:

- A classmate who routinely makes anti-Semitic comments
- A roommate who uses the N-word in casual conversation
- A co-worker who makes fun of another's surname, asking where they're really from
- Someone who insults something by calling it “gay”
- Any name-calling or hostile graffiti
- Someone's intentional misuse of pronouns

Bias incidents affect the well-being and success of campus community members. They also contradict the professed values of St. Norbert College. Thus, the college has the responsibility to be proactive in preventing bias incidents and in preparing to address the full range of bias incidents.

A hate crime is any bias incident that also involves a crime of violence, property damage or threat. Two examples:

- Graffiti that is connected to a bias, written on the side of a student's car
- A social media post threatening to assault a specific individual as a result of a bias

Students are encouraged to report any bias incident to Campus Safety, their resident assistant or area coordinator, or through the Early Alert website: snc.edu/earlyalert. Complaints may be resolved through a number of different processes, depending on the nature of the complaint. Processes include mediation, a restorative justice process, a judicial hearing or a Title IX process. Students found to have violated this policy through a judicial hearing may be subject to discipline commensurate with the violation. Whenever possible, educational sanctions are the preferred method of remedy. However, each instance may also result in more punitive sanctions such as disciplinary probation, suspension or expulsion. St. Norbert's Bias Incident Response Group will also work to educate and support the involved students.

[Bias Incidents: snc.edu/diversityaffairs/biasincidents](https://snc.edu/diversityaffairs/biasincidents)

Communicable Disease

Health Services may isolate and, when necessary, quarantine individuals suspected or confirmed to have any disease that the Centers for Disease Control and Prevention (CDC) has classified as one that would respond to social distancing to both mitigate its spread and allow for an epidemiological investigation. Directives related to isolation and quarantine will be in collaboration with the De Pere Health Department and in accordance with Wisconsin Public

Health Statutes § 254 and § 252. This policy provides the means to withhold student registration for any student who is noncompliant with SNC's required immunizations until the student provides verifiable immunization records. Students with a religious or medical waiver for the required immunizations may be quarantined in the event that an outbreak of one of the vaccine-preventable diseases should occur. Students will have the opportunity to receive any of the vaccines at any time during their enrollment at St. Norbert, should they choose to do so.

Communication with Students

Email is the official means of communication at St. Norbert College, and each student is provided with an official college email address. This address is listed in directories and is the one used by the college for business and communications. The college has the right to communicate with you through email and to expect you will read those communications in a timely manner. The college's email system can be accessed on and off campus.

Community Awareness and Timely Warnings

Educational programming initiatives take place several times each semester in all of the residential halls. Campus Safety and Residential Education and Housing work together to provide the campus community with multiple programs designed for community awareness. Community awareness education efforts include programs regarding theft prevention and the registration and identification of electronic equipment. The college also contracts with Alertus®, a free smartphone safety application allowing rapid communication between students, staff and Campus Safety.

To keep the campus community informed about safety and security issues on an ongoing basis, the vice president for student affairs and the director of campus safety or designee work with the office of communications to alert the campus community when certain crimes are deemed a threat to the welfare of the campus community. Timely warnings will be sent via email to aid in the prevention of similar crimes. Campus Safety works closely with the De Pere Police Department to remain informed of crimes outside the campus that could pose a threat. Information is distributed primarily via email to all members of the campus community. However, other forms of communication may be used during an emergency, such as in-person, telephone, text message, social media and informational posters.

Disruptive Behavior

St. Norbert College strives to balance concerns for the health and safety of individual students with its concerns for the larger campus community. When the college believes a student's conduct is disruptive or dangerous to campus life, or that a student's continued presence on campus or participation in a college educational program or activity presents a direct threat to the health and/or safety of the student or others, the college may intervene and take appropriate action through its existing policies and procedures, including expulsion.

Examples of dangerous or disruptive behavior might include, but are not limited to:

- Creating excessive noise

- Refusing to comply with instructor direction
- Unreasonably interfering with class discussion, including failing to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Verbally abusing or threatening the instructor or other students
- Repeated obscenities

For more examples and the full policy, see [Policy for Disruptive Behavior](#):

Demonstration Policy

St. Norbert College has a longstanding commitment to protect the right to free expression, including the right to protest. Discourse is central to the life of the college, and we encourage students to engage in dialogue in the spirit of mutual respect, civility and care. The college fosters intellectual, spiritual and personal development, both inside and outside of the classroom. Just as Norbert invited others to join him in the pursuits of mutual esteem, trust, sincerity, faith and responsibility, we hold members of the campus community to this same standard.

To ensure that public protest and demonstrations do not directly or indirectly violate the rights of others by preventing or disrupting the ordinary operations of the college, all activities in the nature of a public speech, rally, protest, demonstration, march or other coordinated event (“demonstrations”) must be registered and approved in advance. In addition, they can only take place after being approved by the assistant vice president for student affairs and Residential Education and Housing or designee. St. Norbert College reserves the right to condition the time, place and manner of proposed demonstrations. It also reserves the right to withhold approval of proposed demonstrations that reasonably appear to be organized by, or on behalf of, persons or organizations not affiliated with St. Norbert College, or that are intended or deemed likely to disrupt or interfere with college operations or adversely impact the mission of St. Norbert College, especially its Catholic, Norbertine dimensions.

[Student Protest and Demonstration Policy](#)

Drugs

St. Norbert College is bound by existing state and federal narcotics laws. Therefore, the illegal use of prescription medication, marijuana, synthetic drugs or other controlled substances is in violation of St. Norbert policy. SNC reserves the right to confiscate illegal drugs or drug paraphernalia found in student rooms, public areas of the residence halls and/or college buildings. Students found in possession of these items or substances may be referred to the De Pere Police Department.

Electronics and Electrical Appliances

Television sets, microwaves, refrigerators, computers, CD players, electric razors, clocks, hair dryers, curling irons, lamps, popcorn poppers, hot pots, heating pads, electric blankets, fans and radios with self-contained antennas are permitted in rooms, provided their use does not disturb other occupants of the hall and their state of repair is not a fire hazard.

Refrigerators are permitted if they don't exceed a total of 4.0 cubic feet and if they are

Laboratory-approved and in good physical condition. Hot plates, grills (including the George Forman type), skillets, toasters and any other cooking devices are not permitted in residence halls. In addition, sun lamps, halogen lamps, air conditioners (unless approved) and gas appliances are not allowed. It is impossible to list all electrical appliances that are hazardous for use in residence halls; a general guideline is that appliances are prohibited if they are rated over six amps (700 watts), have an exposed heating element or are not UL-approved.

Emergency Notification System

Thorough and rapid notification is one of the best protections available for members of our campus community. St. Norbert College has a multitiered emergency notification system that allows college administrators to contact the college community within minutes via:

- Voice/telephone
- Email
- Text messaging
- Loudspeakers (several on campus; will emit an audible message)
- Emergency beacons (several on campus; will display emergency alert)
- Computer-interrupt system (will send message to every computer screen logged into college network, including registered laptops)
- Closed-circuit television monitors

Members of the campus community can update their contact information via their KnightLine account.

Students

To review your campus emergency phone numbers, go to your [KnightLine account](#) and log in.

- Access your personal information by clicking on My Profile in the Personal Information menu.
- Scroll down to the Phone Number section.
- Review the Campus Emergency Cell Phone 1 and Campus Emergency TextLine 1 phone number(s) listed.
- Note: The Campus Emergency TextLine 1 number is the fastest way for our emergency notification system to send you an emergency message. If you don't see a Campus Emergency TextLine 1 listed, you can add (or edit) a phone number by submitting a written request to the registrar.

Emergency Response and Evacuation

Campus Safety is available 24 hours a day, seven days a week. In addition, St. Norbert College works closely with the De Pere Police Department and the De Pere Fire Department in the event of an emergency. St. Norbert College also has partnerships with the City of De Pere Health Department, the Brown County Health Department and other organizations whose assistance can help mitigate an emergency. Fire drills are conducted in every residence hall once a semester. The drills test and evaluate the response to a fire alarm and require a complete evacuation of the building. Tests of the Campus Emergency Notification System are conducted twice a year, once each semester.

File Sharing and Copyright Infringement

St. Norbert College does not condone violations of copyright or intellectual property laws. If illegal materials are found on your computer, legal action may be taken by the copyright holder(s) of that material. Federal law (Title 17 U.S. Code Chapter 5, § 501 and § 506) provides severe civil and criminal penalties for the unauthorized reproduction, distribution, rental or digital transmission of copyrighted sound recordings. Criminal penalties can be as high as five years in prison or \$250,000 in fines. Civil penalties can be \$750 to \$150,000 for each work being illegally distributed (e.g., each song, movie, TV show, game or software program).

SNC regularly receives complaints from organizations acting on behalf of the entertainment and software industries regarding users on our network illegally trading copyrighted files. The two primary groups that police the downloading of music and movies are the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA). These groups constantly monitor downloads and websites for copyright violations. When they see a song or movie that has been downloaded illegally, they notify the school, which then takes steps to internally identify the person who downloaded the file.

[File Sharing and Copyright Infringement: snc.edu/judicialaffairs/computingpolicies.html](http://snc.edu/judicialaffairs/computingpolicies.html)

Fire Pit Policy

No person may light, build, use or cause another to light, build or use a recreational fire on college grounds except in the designated area at the Campus Center. Use of open fire pits is prohibited except when authorized by the associate director of the Campus Center.

To reserve the fire pit at the Campus Center, please contact the Center's associate director a minimum of two weeks before the scheduled event. All activities using the open fire pit must adhere to applicable local, state and federal standards. These include requiring the use of personal protective equipment and maintaining a safe distance from combustibles.

Activities using open fire pits must be supervised at all times by a designated person responsible for overseeing that safety guidelines are followed and that all use is extinguished. The associate director of the Campus Center has the authority to cancel fire pit usage for reasons such as weather, local or state burn bans, or inappropriate behavior during an event.

Good Samaritan Policy

The college is committed to the safety and welfare of its community. The Good Samaritan policy creates a safe and trusting environment where community members can feel free to report dangerous levels of intoxication. At the same time, the policy also offers a process where students who abuse substances will gain valuable information about their substance use and how to quickly address concerns, with the hope of reducing negative consequences both while a student and after graduation.

The Good Samaritan policy requires members of the college campus community to call 911 or Campus Safety when an intoxicated student needs medical attention. Students who seek

emergency attention for dangerously intoxicated individuals will typically not be subject to formal disciplinary action when assisting a peer(s) in need. The policy applies both to the person(s) receiving help and the person(s) reporting the concern.

While this policy is in place to demonstrate the college's utmost priority with regards to safety, it doesn't rule out an educational response to the incident. That is, a student who uses this policy may still be referred for an alcohol- or drug-education class/session or a substance-use assessment and/or treatment, depending on the level of concern for the student's health and safety. Failure to complete follow-up requirements will result in disciplinary action. This policy refers to isolated incidents only and doesn't apply to students who flagrantly and repeatedly violate SNC's alcohol and substance abuse policy. If a student has multiple reported substance use/abuse issues, other actions may be taken to address concerns.

Hazing

Hazing is any action or situation intentionally created that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, and regardless of the person's willingness to participate. Hazing is also 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. Alleged violations of the hazing policy should be reported to Campus Safety. Reports may be made by any student, faculty or administration member, or by an outside individual. A student found responsible for hazing will be subject to disciplinary action.

Hazing is also a violation of the criminal statutes of the State of Wisconsin and punishable by up to six years in prison and a \$10,000 fine. Accordingly, students may also be charged with alleged violations of these statutes by state law enforcement authorities.

[Hazing Policy: snc.edu/judicialaffairs/hazing.html](http://snc.edu/judicialaffairs/hazing.html)

Health Concerns Involving Students

Students are responsible for all missed classes, except when a suspected or confirmed state of communicable disease requires isolation or quarantine to reduce exposure to others in accordance with SNC's communicable disease policy. In such cases, students will be isolated until the risk of exposure or communicability has passed. During an outbreak, depending on the illness, students may also be kept from attending class if they haven't received appropriate immunization for the vaccine-preventable disease that has been identified on campus.

Students who miss more than three consecutive days of class due to illness or injury, and who have been seen by Health Services medical personnel, may have their absences verified upon signing a release-of-information form. The faculty member requiring verification of absence may call Health Services for further information. (No information about the diagnosis is given to faculty, only verification that the student was seen and the absence was appropriate.) Excused-absence notes are not provided.

If a student is severely injured or hospitalized, the student or a family member should reach out to Health Services, which will notify the vice president for student affairs. If an unexpected death occurs, the student or a family member should contact Campus Safety, which will notify the vice president for student affairs.

Identification Cards

SNC identification cards should be carried at all times. Identification cards are used to enter many campus buildings and to make purchases at vending machines, campus eateries, washers/dryers and for printing services. Everyone must provide their identification card whenever requested by a college official for proper identification purposes. Report lost or stolen cards to Campus Card Services, located in Michels Commons, or to Campus Safety if it is after business hours.

Inclement Weather

All classes are conducted according to the published schedule of classes, except in rare cases of severe weather. Campus closures are announced through the Campus Emergency Notification System. When the college is closing due to severe weather conditions, the campus information

line and campus listserv will provide information on the closing and emergency. Campus Safety will handle emergency requests and provide any necessary assistance.

Mail Center Distribution

Mail center distribution refers to any bulk mailing, mass mailing or mailbox stuffer that an organization, department or off-campus establishment wishes to do. The mail center will distribute nonbulk material that has a proper name and mailbox number. All mail arriving from the U.S. Postal Service will be processed immediately. On-campus bulk materials will not be distributed to student mailboxes through the mail center. On-campus materials may be allowed for display and are limited to a quantity of 50 for a set period of time that will be determined by the mail center supervisor or building manager. Materials from noncollege establishments (e.g., De Pere businesses) will not be distributed through the mail center unless properly metered through the U.S. Postal Service. Noncollege establishments are not allowed to display flyers at the mail center.

Missing-Student Notification

Each student living in on-campus housing should identify a contact person(s) whom the college will notify within 24 hours if that student is determined missing by the college or local law enforcement. Contact information will be registered confidentially and will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing-person investigation. Students may designate a confidential contact by signing into their KnightLine account.

Motorized Vehicles

Mopeds, motorcycles and any other devices requiring the use of combustible fuels create fire hazards and are not allowed to be ridden or stored in an SNC housing unit or building at any time. In addition, these vehicles cannot be driven on campus sidewalks and must be parked or

stored in designated motorcycle parking areas. If a vehicle is found in violation of this policy, it will be removed and stored at the owner's expense.

Nicotine Products (Tobacco, Vaping, Etc.)

The St. Norbert College campus is **tobacco free**. This means tobacco and/or use of nicotine-delivery products are prohibited at all campus events and on **all** campus property: residence halls, purchased or leased vehicles, campus buildings, parking lots, and outdoor spaces. Tobacco and/or nicotine usage is only allowed off campus. Examples of tobacco and nicotine-delivery products include cigars, pipes, cigarettes, e-cigs, vape devices, hookahs, smokeless tobacco, bidis and kreteks. Anyone violating this policy will be informed of the policy and offered cessation resources. Repeated violations of the policy will result in a fine.

[Smoking Policy: snc.edu/wellnessbydesign/docs/Tobacco-free_Policy.pdf](http://snc.edu/wellnessbydesign/docs/Tobacco-free_Policy.pdf)

[Campus Map: snc.edu/about/docs/campusmap.pdf](http://snc.edu/about/docs/campusmap.pdf)

Posting Guidelines and Requirements

Advertising

The St. Norbert newspaper and radio station do not knowingly accept advertising that is misleading, deceptive, fraudulent, or which grossly exaggerates or makes unwarranted claims. They also will not accept advertising if it:

- Is judged indecent, salacious, suggestive or offensive by the paper or station
- Contains text or illustrations in poor taste
- Is in discord with generally accepted community standards
- Contains attacks of a personal, racial, ethnic or religious nature
- Tends to destroy the confidence of readers or advertisers
- Is against the mission and values of the college

Posting

Publicity may not, by word or design, overtly or implicitly:

- Promote violence or the use of weapons, alcohol or drugs (educational materials about alcohol and drugs may be approved)
- Contain abusive language that targets individuals or groups
- Include personalized attacks on individuals
- Appear threatening
- Contain information reasonably perceived as offensive or insensitive to members of any religion, race, gender or ethnic group
- Contain information reasonably perceived as promoting stereotypes (e.g., of persons with disabilities; visible minorities; or lesbian, gay, bisexual or transgender persons)

Due to SNC's nonprofit status, no publicity will be approved that puts the institution in a position where it appears to be taking a stance for or against a political candidate, party or piece of legislation. This includes yard/window signs endorsing a political candidate.

One exception: college organizations such as the College Republicans or College Democrats may publicize their meetings and sponsored events.

Postings must state the event, time, place and cost/price/donation, where applicable. They must also contain the name and contact information of the sponsoring group or individual (phone number, email and/or postal address). Only activities open to the public may be publicized in public spaces around campus. Activities open only to members of certain groups may not be publicized in public spaces. The college reserves the right to remove, without notice, any publicity or information-sharing in violation of this policy or guidelines. Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.

Official College Bulletin Boards/Digital Displays

All notices posted on official college bulletin boards and digital displays must relate to St. Norbert College-sponsored functions or to programs that directly support the college's mission. Approval for items posted on these bulletin boards must be sought from the associate director of the Campus Center.

General-Use Bulletin Boards – Personal Notices

Notices advertising items for sale, tutoring, carpools, etc. are permitted only on general-use bulletin boards and must be approved by the associate director of the Campus Center. Only one posting per bulletin board is permitted.

- Off-campus employers are not allowed to advertise any job openings on general-use campus bulletin boards. Any companies that wish to offer off-campus job opportunities must work with Academic Advisement and Career and Professional Development.
- Posters, publicity or other forms of displays are only allowed on campus bulletin boards. Posters, publicity or other forms of displays that are attached to any walls or doors will be removed immediately without notice to the organizing group.

Restrooms

No posters are allowed to be displayed in restrooms or on restroom stall doors except for the *Stall Seat Journal*, published by Health Services, unless there is a bulletin board located within the restroom.

Windows

No postings on glass doors are allowed unless approved by a member of the president's cabinet. Exterior window postings may be placed in residence halls, the library and the Campus Center, if permission is secured from the building manager, and in other spots on campus with permission from the president's cabinet. Any unauthorized postings will be removed nightly.

Banners in campus buildings

All banners and the spaces where they will be displayed must be approved by the associate director of the Campus Center.

- Banners can be displayed for a maximum of one week.
- Banners can only be displayed inside the Campus Center on the second-floor balcony.
- Banners inside the Campus Center cannot hang below the bottom of the balcony's concrete façade.
- Banners for display on the exterior of college buildings or structures must be approved by the president's cabinet.

Chalking

Only recognized student organizations and college departments are permitted to chalk messages on sidewalks. Such chalking must be approved through the director of the Center for Student Engagement.

- The chalking must clearly indicate the sponsoring organization or department/office at each location.
- Chalking is only permitted on sidewalks exposed to the rain.
- Spray chalk is not allowed.

Table tents

Table tents and advertising are not allowed on any tables, benches or other nonbulletin board areas on campus. Any advertising items found in nonapproved areas will be removed without notice to the organization.

Outdoor displays

The approved location for outdoor displays is between Boyle and Main Halls.

- Student organizations or college departments/offices must have an 8.5" x 11" rendition of their proposed display approved by the director of the Center for Student Engagement. The rendition of the display must be in full color with a complete written description attached.
- A meeting with the director of the Center for Student Engagement needs to be scheduled at least one week prior to setting up the display.
- Displays are allowed to stay up from 6 a.m. to 10 p.m.
- Displays may not interfere with safe pedestrian and vehicular traffic or disrupt the academic activities or normal operations of the college. Displays must be removed by the sponsoring organization immediately following the end of the approved date.

Kite banners and large posters

Reservations are needed for kite banners and large posters requiring an easel for display in the buildings listed below. Kite banners and large posters for a specific event can be displayed two weeks before the event. Passive informational advertising can be displayed for a maximum of four weeks unless approved by the building manager for longer display. Please contact the following offices to reserve space.

Todd Wehr Hall: Event Services at events@snc.edu. Spaces available: 4.
Michaels Commons: Event Services at events@snc.edu. Spaces available: 3.
Mulva Library: Event Services at events@snc.edu. Spaces available: 3.
Campus Center: Associate director at campuscenter@snc.edu. Spaces available: 3.

Protest Policy

See Demonstration Policy.

Public Health

St. Norbert College strives to keep its students, faculty and staff healthy and safe when facing communicable illness/disease outbreaks. During situations that require a public health response, the college will make appropriate adjustments to policies in response to recommendations made by the CDC, the Wisconsin Department of Health Services and/or local public health authorities. Temporary rules may be created and enforced in an effort to protect the health and safety of the campus community.

Reporting Criminal Incidents

Members of the college community are encouraged to promptly report emergencies by calling 911. Criminal or suspicious activities can be reported to Campus Safety. Students can report an incident to Campus Safety in person (Pennings Activity Center, Room 120) or by calling 920-403-3260. Prompt reporting of emergency, criminal or suspicious activities will allow campus authorities to determine if a timely warning or emergency notification is an appropriate course of action, plus ensure accurate annual statistical disclosure. Campus Safety can serve as a liaison between SNC students, employees and the De Pere Police Department. Campus Safety encourages students and employees to file reports with the De Pere Police Department, particularly in the aftermath of a serious or sensitive incident.

Safety and Security of Buildings and Grounds

Residence halls are kept locked at all times. Entry is by card access only. Academic and service buildings are open during business hours and available outside of business hours only to authorized persons with card access. For safety reasons, solicitors are not permitted to operate on college property. Persons who have no affiliation with the college and are found selling items, collecting funds or buying items should be referred to Campus Safety.

To ensure safety and maintain the aesthetic quality of the campus, the college has several guidelines regarding the use of campus grounds for outdoor recreation.

- The area west of the Campus Center, the field behind Gries Hall and the area on the river side of Burke Hall may be used for recreation. Tackle football games are discouraged.
- The college prefers that the area immediately between Main and Sensenbrenner Halls be kept as parkland and not used for athletic or recreational events.

- For health and safety reasons, the city of De Pere and the college strongly discourage swimming and other water activities in the Fox River in summer, and skating or walking on the frozen river in winter

Student Health Insurance

All full-time undergraduate students registered at St. Norbert are required to have valid health insurance policy information on file. Use [this link](http://snc.medicatconnect.com) (snc.medicatconnect.com) to place current and accurate insurance policy information in your electronic health record. If you need insurance or are interested in exploring your insurance options, please visit the Health Services [website](http://snc.edu/health/insurance) (snc.edu/health/insurance) for more information.

Most services are covered by the health fee. In the event that a small fee for service is incurred, Health Services will attempt to bill insurance on file, provided that current insurance information is maintained. Students should bring an insurance card with them to the clinic. Check with your insurance company about the networks your plan is affiliated with to ensure the maximum insurance payment for services. Most often, St. Norbert College is not an in-network provider and is not responsible for expenses not covered by a student's health insurance plan. Any bills incurred at St. Norbert will be posted on your student bursar account and courtesy-billed to your insurance provider. All deductibles and co-payments are the responsibility of the student.

Weapons, Firearms, Fireworks, Explosives, Exotic Animals

St. Norbert College prohibits the possession, use or sale of any weapons, firearms, ammunition, fireworks, explosives or chemicals on college property for any reason at any time. This prohibition includes substances, devices or weapons designed to incapacitate, injure or kill, or that might do so. Prohibited items include:

- Firearms of any kind, including firearm lookalikes or realistic facsimiles, and any paint guns or weapons that discharge a projectile by air, CO₂ or other gas, or via a spring-loaded mechanism. This includes pellet or BB guns and other long-barreled weapons.
- Ammunition of any kind.
- Devices from which an electrical current, impulse, wave or beam may be directed, such as stun and laser guns.
- Sport, game, martial arts or theatrical equipment such as swords, clubs, batons, darts, blowguns, brass knuckles, throwing stars or knives.
- Bows, arrows and crossbows.
- Folding knives with lock blades and fixed knives with blades longer than 2.5 inches. Residences with a kitchen may have knives longer than 2.5 inches, provided the knives remain in the kitchen area and are used for cooking only.
- Explosives or incendiary devices.
- Fireworks or firecrackers.
- Dangerous or toxic chemicals and chemical irritants, and chemicals stored or used for anything other than a supervised experiment in a college laboratory. Chemicals may not be stored in any of the college's residential units.

In addition, students may not use any legally possessed items in a manner that harms, threatens

or causes fear to others.

Members of St. Norbert's recognized and approved Trap Shooting Club may bring firearms and ammunition to campus, but the items must be stored and secured in the approved gun safe located in the Campus Safety office. When returning or removing a firearm/ammunition to or from the safe, the owner and a Campus Safety officer must follow an approved written policy that requires checking the recorded serial number, checking to confirm the firearm is unloaded and collecting the signature of the firearm owner.

Finally, unauthorized exotic animals are not permitted on SNC-owned property.

Sex and Gender Harassment/ Discrimination

St. Norbert College specifies community expectations regarding sex- and gender-based harassment and discrimination in its [Sex and Gender Harassment/Discrimination Policy](#). The policy includes information regarding sexual harassment, sexual assault, relationship violence and stalking. This policy and supporting [procedures](#) establish a mechanism for complainants to share concerns regarding such misconduct, including a process for investigation, adjudication and informal resolution.

For policy and procedure details, visit snc.edu/titleix or select the links highlighted above.



Student Standards of Conduct

At St. Norbert College, the pursuit of education and mission is an important right for all students. For this reason, it is important to have policies in place that create a safe living and learning community for all college members, and that also communicate the college's expectations regarding acceptable behavior. These policies are listed in *The Citizen*, also known as the code of student life at St. Norbert College.

In general, the college does not attempt to duplicate the function of civil laws through its conduct policies. However, SNC will assert its rights as an institution when its interests as an educational community are distinctly and clearly involved. The college will also assert its rights:

- When a student has endangered the welfare of other members of the college or local community
- When a student's conduct threatens the image and reputation of the college in the community

Jurisdiction

The policies in *The Citizen* apply to all persons enrolled in courses offered by the college, plus those who withdraw or graduate after allegedly violating *The Citizen's* code. They also apply to those who are not enrolled for a particular term, but have an apparent continuing relationship with the college.

Prospective students and misconduct

Once you have made a deposit to attend St. Norbert College, we eagerly await your arrival on campus. However, you will not officially be considered an SNC student until you have participated in summer orientation, moved into a residence hall (if you are not commuting) or classes begin, whichever happens first. At that time, policies expected of current SNC students will also be expected of you – even if you have not yet had a first class.

St. Norbert College reserves the right to modify admission status, including rescinding offers of enrollment, should anything substantial occur prior to a prospective student's formal matriculation with the college. Reasons for modifying status may include poor academic performance, substantial misconduct or disciplinary concerns, information that was not properly disclosed at any point during the admission process, forgery or fraudulent misrepresentation, or engaging in behavior that is seriously counter to the values and policy expectations of St. Norbert College (found in *The Citizen*).

Process

If concerns arise, you may be required to meet with representatives from the office of admission, division of student affairs and/or other members of the St. Norbert College community. Representatives from those offices will provide you with information regarding any concerns, and you will have an opportunity to fully respond to any concerns noted.

Consistent with federal laws for student privacy, any files maintained in review of a student's admission status will be protected by FERPA. In the event that an admission status is changed or admission is rescinded, the rationale will be provided to and discussed with you. Any decision made is final and not subject to appeal unless otherwise indicated by college representatives.

Burden of Proof

All students are considered "not responsible" until evidence meets the required burden of proof in a hearing setting. The standard of proof for St. Norbert College is the preponderance of the evidence standard. This means that the evidence in a complaint is weighed against the standard that it is more likely than not, or more than 50 percent, that a policy violation occurred.

Following is a list of actions that will result in disciplinary sanctions if a student commits, or attempts to commit, any of them. This list is not exhaustive, and the college reserves the right to initiate the procedure for other types of student conduct as it deems appropriate.

1. Physical abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
 - a. Flagrant or reckless disrespect for the welfare of others, or endangering the welfare of others
 - b. Intimidation, abuse and causing injury or coercion (physically or psychologically) that could, or does, cause harm
2. Verbal harassment of students, faculty, staff or any other member of the college community because of race, gender, sex, religion, national origin, disability, sexual orientation, ethnicity, age, weight or position within the college.
3. Aggravated assault, defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon, or by means likely to produce death or great bodily harm.
4. Simple assault, defined as an unlawful physical attack by one person upon another, where no weapon is involved and the victim does not suffer severe bodily injury.
5. Any conduct that is disorderly and/or disturbs the peace in a public or private place and that is violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly under circumstances in which the conduct tends to cause or provoke a disturbance.
6. Hazing, defined as any action or situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, **regardless of the person's willingness to participate**. Hazing is also defined as an act that 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.

7. Possession, consumption or distribution of an alcoholic beverage in violation of law or college policy, including the supplying of alcoholic beverages to those who are not of legal age to consume or possess alcohol. This also includes being in possession of a fake I.D. or alcohol paraphernalia.

8. Public intoxication or appearing in a public place manifestly under the influence of alcohol or a controlled substance, to the degree that the person is likely to endanger themselves or another person or property.

9. Use or possession of marijuana, heroin, narcotics or other controlled substances as defined under Wisconsin or federal law. This also includes being in possession of drug paraphernalia.

10. The sale, manufacture, delivery or transfer (actual or intended) of a controlled substance, narcotic or counterfeit controlled substance, as defined under state or federal law.

11. Tampering, even inadvertently, with any fire safety equipment; e.g., alarms, hoses, extinguishers, sprinklers, etc.

12. Refusal to properly evacuate a college facility or move from specified college grounds during a fire alarm or emergency situation, or as directed by a campus official or employee.

13. Arson, defined as the willful or malicious burning, or attempt to burn – with or without intent to defraud – a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

14. Participation in an on- or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

15. Disruption or obstruction of any teaching, research, administration, disciplinary proceedings or other college activities, including public service functions on or off campus and other authorized non-college activities, when the conduct occurs on college premises.

16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or college-supervised functions.

17. Abuse of computer facilities and resources, including:

- a. Unauthorized entry (or attempt) into a file to use, read or change the contents, or for any other purpose

- b. Unauthorized transfer of a file
- c. Use of another individual's identification or password
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official
- e. Use of computing facilities and resources to send obscene or abusive messages
- f. Use of computing facilities and resources to interfere with normal operation of the college computing system
- g. Use of computing facilities and resources in violation of copyright laws

18. Acts of dishonesty, including:

- a. Cheating, plagiarism or other forms of academic dishonesty, including unauthorized use of AI generative technology (e.g., ChatGPT)
- b. Furnishing false information to any college official, faculty member or officer
- c. Forgery or misuse of any college document or identification record
- d. Impersonating a person of authority

19. Unauthorized possession or duplication of keys to any college premises.

20. Entering the facility/property of another person or the college without consent or authority.

21. Unauthorized forgery, alteration, destruction, misuse or possession of college documents, including college identification cards or records.

22. Soliciting/selling for personal or organizational profit without proper consent of the college.

23. Abuse of the student conduct process, including:

- a. Failing to comply with a notice from a student conduct board or college official to appear for a meeting or hearing as part of the student conduct system
- b. Falsifying, distorting or misrepresenting information before a student conduct board or college official
- c. Disrupting or interfering with the orderly conduct of a student conduct board or official college proceeding
- d. Attempting to discourage an individual's proper participation in, or use of, the student conduct process
- e. Attempting to influence the impartiality of a member of a student conduct board or college official prior to and/or during the course of the student conduct board or official college proceeding
- f. Harassing (verbally or physically) and/or intimidating a member of a student conduct board or college official prior to, during and/or after a student conduct code proceeding
- g. Failing to comply with the sanction(s) imposed under the policies outlined in *The Citizen*
- h. Retaliation

24. Violating a no-contact order issued by Student Judicial Affairs or Campus Safety, defined as having contact with the person with whom a person has a no-contact order, either directly or via email or third party. Third-party contact is contact with the person with whom a person has a no-contact order via a person speaking on your behalf. Incidental contact isn't a violation.
25. Violating a no-trespass order, defined as being on campus property or a specific area of campus after being served a no-trespass order restricting you from areas stated on the order.
26. Violating Residential Education and Housing policies and/or housing agreements, including:
- a. Violating the visitation policy
 - b. Violating the terms of the college housing agreement/upper-class living guidelines
 - c. Violating the terms of the quiet-hour policy/noise complaint
 - d. Violating terms of the residency requirement
 - e. Failing to assure proper behavior of one's guest; not limited to residence halls
 - f. Possessing unauthorized animals within any college building with the exception of fish
 - g. Possessing unauthorized hazardous items; e.g., candles, halogen lamps, incense, flammable materials, etc.
 - h. Possessing containers originally used for alcohol by students who are not of legal age to consume alcohol
 - i. Possessing or using alcohol paraphernalia by students, regardless of age.
27. Violating regulatory laws or ordinances dealing with weapons. For example, manufacturing, selling or possessing deadly weapons; concealing or openly carrying deadly weapons; furnishing deadly weapons to minors; possessing deadly weapons if you're not a U.S. citizen; and all attempts to commit any of the aforementioned.
28. Larceny (theft), defined as the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
29. Robbery, defined as taking or attempting to take anything of value from a person or persons by force, threat of force or putting the victim in fear.
30. Burglary, defined as the unlawful entry of a structure to commit a felony or theft.
31. Motor vehicle theft, defined as the theft or attempted theft of a motor vehicle (includes joyriding).
32. Vandalism, defined as the act of willfully, maliciously or negligently destroying, disfiguring or defacing any public or private property without the consent of the owner.
33. Murder (non-negligent manslaughter), defined as the willful (non-negligent) killing of one human being by another.

34. Negligent manslaughter, defined as the killing of another person through gross negligence.
35. Discrimination against any visitor or member of the college community, or in connection with any college activity, through offensive behavior of a biased or prejudicial nature related to an individual's personal characteristics such as race, color, national origin, sex, religion, disability, age or sexual orientation. Such conduct includes conduct that violates the college's policies prohibiting discrimination.
36. 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.
37. Passive participation in a student code violation; e.g., being in the presence of a violation of college policy and not reporting the incident or not leaving the scene of a violation when you were able to do so.
38. Irresponsible social conduct that does not reflect well upon the college community and does not model good citizenship in any community.
39. Violation of any college policy, rule or regulation published in hard copy or available electronically on the college website.
40. Disruption of a living community, defined as repeatedly violating the housing policy. Examples include noise complaints, violations of the guest policy and trash issues.
41. Public health violation, defined as a failure to abide by public health guidance specified by the college. Examples include not wearing a mask in areas where a mask is mandatory, gatherings where the number of people present violates safety and health standards, and instances where the condition of a student's on-campus room is so unclean it is a nuisance to others and/or may be a health risk.
42. Violation of any federal, state or local law.
43. Violation of the smoking policy, including smoking, vaping or using any other device for inhaling tobacco or nicotine products. This includes being in possession of nicotine and tobacco products and paraphernalia.

Violations Specific to Sex and Gender Harassment/Discrimination

Title IX Sexual Harassment

1. A college employee conditioning the provision of an aid, benefit or college service on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment).

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college's education program or activity (hostile environment sexual harassment).

3. Sexual assault, domestic violence, dating violence or stalking, defined as follows:

Sexual assault includes the sex offenses of rape, sodomy, sexual assault with an object, fondling, incest and statutory rape. This college definition of sexual assault is mandated by federal regulations implementing Title IX of the Education Amendments of 1972. Those regulations require the college to adopt a definition of "sexual assault" that incorporates various forcible and nonforcible sex crimes as defined by the FBI's Uniform Crime Reporting System; see 34 C.F.R. § 106.30(a).

Rape is the carnal knowledge of a person without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the vagina or penis by the sexual organ of the other person. Attempted rape is included.

Sodomy is oral or anal sexual intercourse with another person without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual assault with an object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An object or instrument is anything used by the respondent other than the respondent's genitalia.

Fondling is the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Wisconsin law.

Statutory rape is sexual intercourse with a person who is under the statutory age of consent as defined by Wisconsin law.

Domestic violence is a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the complainant
- A person with whom the complainant shares a child in common
- A person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner

- A person similarly situated to a spouse of the complainant under the domestic or family violence laws as defined by Wisconsin law
- Any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the state of Wisconsin

Dating violence is violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement, with consideration of the length and type of relationship and the frequency of interaction between persons involved in the relationship. For the purposes of this definition:

- Dating violence includes sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence

Stalking is engaging in conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Other Prohibited Conduct (Sex/Gender Harassment and Discrimination)

Sex discrimination. The college prohibits discrimination on the basis of sex in all the college's programs and activities. Sex discrimination occurs when a person is excluded from participation in, or denied the benefits of, any college program or activity because of their sex.

Sex discrimination includes materially adverse treatment or action based on a person's sex, pregnancy status, and/or failure to conform to stereotypical notions of masculinity and femininity (so-called gender stereotyping).

Sex discrimination includes gender-based harassment that may include acts of aggression, intimidation, or hostility based on actual or perceived sex, sexual orientation, gender identity, gender expression, or gender stereotyping. Gender-based harassment usually does not involve conduct of a sexual nature. Gender-based harassment violates this policy when it denies or limits a person's ability to participate in, or benefit from, the college's programs and activities. Sex discrimination may include hazing and bullying. Sex discrimination may also include conduct that meets the definitions of sexual harassment and sexual violence.

Sexual harassment. This is any unwelcome conduct of a sexual nature. Sexual harassment constitutes sex discrimination when it denies or limits a person's ability to participate in, or benefit from, the college's programs and activities. Sexual harassment can include sexual advances, requests for sexual favors and other verbal, nonverbal, physical or visual conduct of a sexual nature. Sexual harassment rises to the level of sex discrimination and is prohibited by this policy when:

- Submission to, or rejection of, such conduct is made – explicitly or implicitly – a term or condition of any aspect of an individual's employment, education or participation in college activities

- Submission to, or rejection of, such conduct by a person is used, or threatened to be used, as a basis for financial, academic or employment decisions affecting that individual
- Such conduct is so severe, persistent or pervasive that it substantially interferes with an individual's performance at work or in academic or extracurricular activities, thereby creating what a reasonable person would perceive as a hostile employment, education or living environment

Sexual violence. This policy prohibits all forms of sexual violence, including sexual assault, sexual battery, sexual coercion, sexual exploitation and rape. Sexual violence includes physical sexual acts perpetrated against a person's will; when they are incapable of giving consent because of their temporary or permanent mental or physical incapacity; when they are below the minimum age of consent in the applicable jurisdiction; and due to their incapacitation due to the use of drugs and/or alcohol.

A single instance of sexual violence may be sufficiently severe to deny or limit a person's ability to participate in, or benefit from, the college's programs or activities and, therefore, constitutes sex discrimination. Verbal misconduct or any misconduct that does not involve unwanted sexual touching does not constitute sexual violence under the college's policy, but may constitute sexual harassment or another form of misconduct. Sexual violence includes:

- *Sexual assault.* Sexually penetrating, attempting to sexually penetrate or having sexual contact with another individual by force or threat of force, without consent or where the individual is incapacitated.
- *Rape.* Sexual penetration (anal, vaginal or oral), no matter how slight, with any object or body part without consent.
- *Sexual contact.* Intentional contact with the breasts, buttocks, groin or genitals, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts. Sexual contact also includes intentional bodily contact in a sexual manner, though not involving contact with/of/by the breasts, buttocks, groin, genitals, mouth or other orifice.
- *Sexual exploitation.* Taking, or attempting to take, sexual advantage of another person without their consent for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other nonlegitimate purpose. Actions of sexual exploitation may be completed via electronic means, methods or devices.

Domestic and dating violence. Often called intimate partner violence, this includes abusive and controlling behavior, threats of violence, and physical violence against a person who is, or has been, in a romantic or intimate relationship with the perpetrator, as defined below. Domestic and dating violence are considered to be a violation of this policy, no matter the motivation behind them. Domestic and dating violence can vary in frequency and severity and can include coercive behavior using threats of violence. It can occur on a continuum including physical violence, sexual violence, abusive behavior and stalking. The prohibited conduct can occur in person or electronically. It often takes the form of threats, assault or property damage.

- *Domestic violence.* This involves abusive and controlling behavior, threats of violence, and acts of physical violence. It is committed by a current or former spouse or intimate partner of a complainant; by a person with whom the complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner; by a person similarly situated to a spouse or the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- *Dating violence.* This involves abusive and controlling behavior, threats of violence and acts of physical violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the complainant.
- *Stalking.* This means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Stalking includes cyberstalking, which is a form of stalking occurring in electronic media such as the internet, social networks, blogs, cell phones, texts or emails that are used to pursue, harass or make unwelcome contact with another person in an unsolicited fashion.



Student Conduct Process

The student conduct process is a means of holding accountable those students who have violated *The Citizen's* policies. Whenever possible, it is educational in nature, encouraging students to grow personally in their moral and ethical reasoning while challenging them to reflect on the impact their actions may have on the larger community.

St. Norbert's student conduct process is rooted in the principle of fundamental fairness. Specifically, the standard of proof at SNC is whether it is more likely than not that a student violated the code of student life set forth in *The Citizen*. In addition, students are afforded basic rights in a hearing, which allow them to speak on their own behalf and be notified of the violations being charged against them.

Each participant in the student conduct process must present the facts with total honesty. The student conduct process depends on each participant being completely truthful. Individuals who are dishonest may be expelled.

Preamble

Both individual students and student organizations are expected to adhere to the highest standards of conduct at all times, as established in *The Citizen*, and will be held accountable for failing to do so. Students may be held accountable individually for their actions, as well as concurrently as part of an organization.

Allegations of Misconduct

All members of the college community may report alleged violations of *The Citizen*. A charge shall be prepared in writing through an incident report and/or police report and directed to Student Judicial Affairs as soon as possible after the event or incident has taken place. The director of student judicial affairs issues any charges and coordinates the student conduct process. The director of student judicial affairs may conduct further follow-up to determine if a charge has merit and/or if an alternative response can be reached that's mutually acceptable to the parties involved.

No-Contact Orders

No-contact orders are directives imposed between two or more students that restrict them from having intentional direct or indirect contact with one another. The terms of the restrictions are stipulated in the order and can be different for each situation. No-contact orders are not legal directives, but a tool used by the college as an educational accommodation. Students seeking a no-contact order are advised to report any misconduct they are experiencing to Campus Safety or the Title IX coordinator.

Failing to abide by a no-contact order can result in dismissal from the college. Two or more alleged violations of a no-contact order that is provided as a supportive measure under Title IX may trigger a formal complaint, filed by the college, in response to this policy concern.

Alternative Resolution

Alternative resolution is a voluntary, structured and remedies-based process under the college's policy on sex and gender harassment/discrimination and the related complaint resolution procedures. When appropriate, alternative resolutions may also be used to resolve violations of the student code of conduct. Alternative resolution is generally designed to allow a respondent to acknowledge harm and take responsibility for repairing the harm (to the extent possible) that was experienced by the complainant and/or the college community. Alternative resolution is also designed to eliminate the prohibited conduct, prevent its recurrence and remedy its effects in a manner that meets the needs of the complainant, while maintaining the safety of the campus community.

When appropriate and agreed upon by all parties, the college's alternative resolution process utilizes the following opportunities for resolving violations of the student code of conduct and/or formal complaints regarding the sex and gender harassment/discrimination policy.

- **Shuttle negotiation.** Parties meet with a facilitator individually and brainstorm solution-oriented outcomes in response to the formal complaint.
- **Facilitated dialogue.** Parties participate together in a facilitated, constructive conversation that is focused on the impact of one's actions on the other party.
- **Restorative justice circle.** Community members come together to address harmful behavior in a process that explores harms and needs, obligations, and necessary engagement.
- **Ongoing supportive measures assignment.** The Title IX coordinator or director of student judicial affairs resolves the matter informally by providing long-term supportive measures for both parties to remedy the situation.
- **Acceptance of responsibility.** The respondent takes responsibility for the alleged policy violations and accepts relevant corrective actions.

Administrative Hearings

Minor violations of college policies are handled through administrative hearings by area coordinators. Most infractions at this level are related to housing. Hearings for repeated infractions and serious violations of college policies are handled through a college hearing board or the director of student judicial affairs.

Attendance at an administrative hearing is required. Failure to attend or respond to official correspondence from the college will increase the likelihood of a sanction. A hearing will **not** be rescheduled to accommodate the schedules of a process advisor, parent, guardian or any other external third party supporting a student. A student may have a process advisor and/or parents or guardians in attendance at an administrative hearing, but only the student may speak during the hearing.

During the hearing, the student's rights are explained, as well as the appeals process. The charges are also explained and details of the original complaint are shared with the student.

The student is given the opportunity to speak about the incident. The student is given the opportunity to say whether they feel responsible or not responsible for the violation. The

hearing officer will make a determination and share the outcome with the student. If applicable, sanctions are explained to the student and any questions are answered. The student has up to three business days to complete and submit a request for an appeal. At the conclusion of the appeals process, the decision rendered is final and will not change.

Board Hearings

Hearings before the College Community Relations Board are for serious violations of the code of conduct, typically with the possible outcome of suspension or expulsion from the college. The CCRB is the highest organized sanctioning authority at St. Norbert College, and is composed of volunteer St. Norbert students, staff and faculty members.

Students will be asked to meet with the director of judicial affairs, who at this meeting will go over their rights, explain the hearing process, provide them with information to help them prepare for their hearing, and answer questions. The director of student judicial affairs facilitates the hearing, but does not have a deciding voice in the outcome.

Attendance at a hearing is required. If an accused student does not appear at the hearing, the hearing will continue without the student's testimony. A hearing will **not** be rescheduled to accommodate the schedules of a process advisor, parent, guardian or any other external third party supporting a student.

Students who wish to waive their right to a board hearing may do so by signing a judicial measures form, indicating that they agree to have the matter heard in an administrative hearing by the director of student judicial affairs.

Students who will be resolving a complaint of sex or gender harassment/discrimination through a hearing should refer to the [Sex and Gender Harassment/Discrimination Procedure](https://snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf): snc.edu/titleix/docs/student-sexual-misconduct-procedure.pdf

Retaliation

It is a violation of SNC policy to retaliate against any member of the college community who reports or assists in making a complaint of misconduct, responds to a complaint of misconduct, or who participates in the investigation and adjudication of a complaint in any way. Persons who believe they have experienced retaliation in violation of SNC policy should report the misconduct to Campus Safety.

Retaliation consists of materially adverse action taken against a person because that person made a good faith report of misconduct or participated in the investigation of a report of misconduct, such as by serving as an investigator, witness or support person. Acts to intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege under this policy and its related procedures is considered retaliation. A finding of retaliation or a threat of retaliation shall constitute a separate violation of SNC policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other policy.

Student Rights During a Hearing

For a comprehensive list of rights during a hearing, please see [A Student's Rights During a Hearing](http://snc.edu/judicialaffairs/rightsandresponsibilities.html) (snc.edu/judicialaffairs/rightsandresponsibilities.html) and select the form most appropriate to your hearing type.

Process Advisors

Process advisors are volunteer faculty or staff at St. Norbert who are trained to be a resource for a complainant or respondent throughout a complaint resolution process. A student may also ask an individual external to the institution, such as a lawyer or advocate, to serve as their process advisor. Process advisors are optional for students who are participating in a CCRB hearing.

Students are required to have a process advisor present during a sex or gender harassment/discrimination hearing. If they do not, the college will appoint one. Process advisors are responsible for live cross-examination during a sex or gender harassment/discrimination hearing. A current list of process advisors is at [Process Advisors: snc.edu/judicialaffairs/processadvisors.html](http://snc.edu/judicialaffairs/processadvisors.html)

Appeal Hearings

Appealing a Decision Rendered by an Area Coordinator or the Director of Student Judicial Affairs

Students wishing to appeal may submit an electronic request for appeal to the office of Student Judicial Affairs three business days from receipt of one's outcome letter. The director or designee will limit the review of appeals to those that qualify under the three approved grounds for appeal. The appeal, if accepted, will be heard by a trained hearing officer other than the person who made the original decision. Once an appeal decision is made, it is final and no further appeals are allowed.

Appealing a decision rendered by a hearing board

Students wishing to appeal may do so to the college board of appeals within three business days of the receipt of one's outcome letter. The appeal must be submitted electronically by submitting an electronic request for appeal to the office of Student Judicial Affairs. The appeals board will limit the review of appeals to those that qualify under the approved three appeal grounds (see below). The appeal, if accepted, will be heard by a hearing board comprised of hearing board members other than those who sat on the original board. Once a decision is made it is final, and no further appeals are allowed.

[Request for Appeal Form:](http://cm.maxient.com/reportingform.php?StNorbertCollege&layout_id=9)

cm.maxient.com/reportingform.php?StNorbertCollege&layout_id=9

Grounds for an appeal

Procedural error. The student must demonstrate that there was a material deviation or change from the procedures outlined in the policy, and that had the proper procedures been followed, the outcome would likely have been different.

New evidence. The student must demonstrate that new evidence is available or was discovered after the hearing, and that had the evidence been known and reviewed during the investigation or hearing, it would have affected the outcome. The student needs to present or describe the new evidence in writing and explain why the new evidence was unavailable prior to the hearing.

Substantial bias. The student must present facts that show prejudice, bias or other inappropriate or unlawful factors improperly influenced the outcome.

Students will receive a written notice of the result of their appeal within 14 days or shortly after. The time frame is a target deadline, and in extenuating circumstances the college reserves the right to extend the deadline. An appeal outcome may support the original decision from the hearing board or hearing officer, modify the decision, or dismiss the decision. Students are limited to one appeal and the decision of the appeal authority is final.

Student Conduct File Management

The office of student judicial affairs maintains a record of all student conduct files. Records are maintained for seven years post-graduation. These records must be filed and contain:

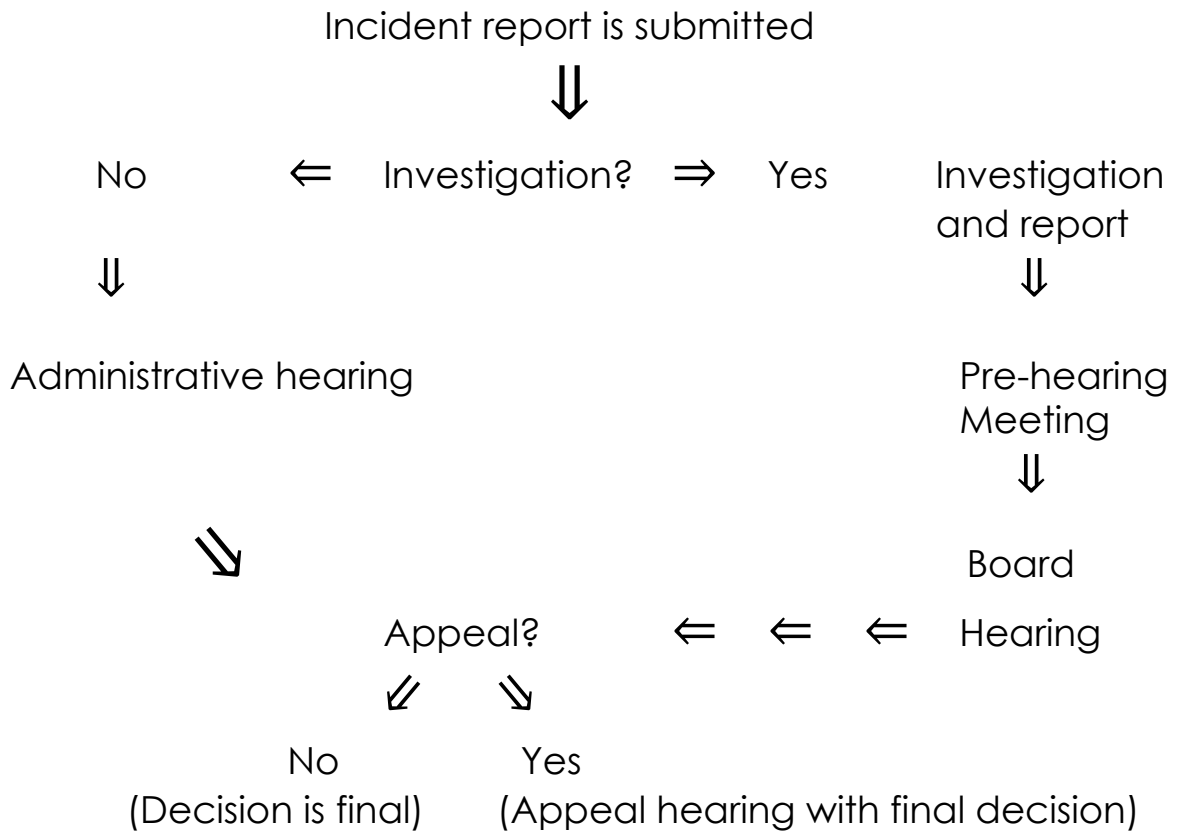
- A statement of the complaints, including name(s) of the complainant and respondent
- A brief statement of evidence submitted by the complainant and respondent
- The decision of the CCRB or hearing officer
- A note as to whether the complaint was appealed
- The outcome of an appeal, if applicable
- A record of the hearing, if applicable

Disciplinary Record Reporting Practices

From time to time, the college receives requests from external parties for disciplinary records of an undergraduate or former student. Student Judicial Affairs reports any formal disciplinary action taken against a student who has been found responsible for a St. Norbert College policy violation with a sanction of disciplinary probation or greater.

A comprehensive description of the reporting practices of Student Judicial Affairs is here: [Policy on Disciplinary Record Reporting Practices: *snc.edu/judicialaffairs/docs/PolicyOnReportingDisciplinaryRecords.pdf*](https://www.st-norbert.edu/judicialaffairs/docs/PolicyOnReportingDisciplinaryRecords.pdf)

Evolution of a Conduct Case



College Sanctions

Authorized Disciplinary Sanctions

The student conduct process at St. Norbert College is developmental in nature. Students are expected to practice effective community-living behavior consistent with our core values, and abide by SNC policy and federal, state, and local laws.

There are some behaviors that are so egregious and counter to community life that it is necessary to identify the circumstances under which a student could be separated from the institution, temporarily or permanently, in order to assist the student in changing their behavior to protect the community, student or both.

Disciplinary Standings

Formal warning

In cases of minor violations, a student is placed on a formal warning status for one calendar year. A copy of the decision is retained in a student's file for one year and may be used in determining sanctions for cases brought during that year. Any future violation could result in residential probation.

Residential probation

A residential probation is similar to, but more serious than, a formal warning. Students are placed on residential probation for a specified period of time that could last until graduation. Any future violation could result in disciplinary probation.

Disciplinary probation

This extremely serious probation typically lasts one year and may continue throughout the student's enrollment at St. Norbert. The student may be prohibited from representing the college in any official capacity, such as leadership roles, study abroad and athletics. Depending on the situation, the board/hearing officer may impose other appropriate sanctions. Further violations of college policies, including violation of probation terms, could result in removal from the institution.

Suspension

Suspension involves the withdrawal of enrollment privileges for a specified period of time and ordinarily includes conditions which must be met for re-enrollment. During a suspension, the student is held to the following conditions:

- The student may not receive credit for college work completed by correspondence or in residence at another college or university.
- The student is not permitted to live or board in college-owned facilities.
- The student may not come onto campus except when specifically authorized in writing by the vice president for student affairs or their designee. Failure to abide by this may result in further disciplinary sanctions
- If the student plans to return to SNC, a hold will be placed on the student's account until sanctions are completed. However, if the student plans to transfer to another

- college and withdraws permanently, the student can access their transcripts.
- To re-enroll after suspension ends, the student must reapply for admission. Readmission may be granted only if the conditions of conduct-related sanctions have been met.
 - Any future violation by the student could result in expulsion. Suspension due to disciplinary action is noted on academic transcripts.

Expulsion

Expulsion is permanent dismissal from the college. Expulsion due to disciplinary action is noted on academic transcripts.

Additional Sanctions

Administrative holds

A hearing officer may withhold the release of a student's academic transcripts until completion of all required sanctions. A hearing officer may also withhold a student's ability to register for classes until completion of all required sanctions.

Alcohol and other drug assessment

A student may be required to complete an alcohol and/or other drug assessment with an on- or off-campus provider.

Behavioral contract

Sometimes a behavioral contract is written by an administrator and student(s) for the purpose of improving behavior/attitude. The contract includes specific obligations or behaviors which the student(s) must meet within a specified time period. The contract serves as a working agreement between the student(s) and the administrator. If a student violates the behavioral contract, further disciplinary action may be taken, including removal from the institution.

Community service

A student may be required to complete a certain amount of community service. The hours and specific assignment are determined by the hearing officer. Whenever possible, the assignment will have a logical connection to the infraction for which the student is sanctioned.

Counseling and psychological services

At the discretion of the hearing officer, a student may be required to complete counseling – on campus or with an off-campus provider – to discuss topics such as anger management, sexual misconduct, alcohol abuse and/or drug abuse

Educational conversation

A student may be required to undergo a documented conversation with a college administrator to discuss the incident in detail and review potential consequences. A hearing officer may select this sanction at the time of the hearing if there is no clear preponderance of evidence showing the student responsible.

Educational sanctions

Educational sanctions may be imposed in combination with, or as a condition of, any other disciplinary sanction. Educational sanctions may require the respondent to prepare letters of apology; research an issue related to the offense; provide a personal reflection; attend a workshop, program, lecture or meeting; or complete a learning module.

Fines

At the discretion of the hearing officer, fines and/or work assignments may be imposed. If a fine is not paid, an additional case will be opened for noncompliance and an increase in the sanction will likely occur. St. Norbert also has the right to impose fines when a student commits *any* of the following violations:

Violation Fine and Disciplinary Response
Smoking or use of tobacco / <i>Up to \$150</i>
Public urination / <i>Starts at \$150 and could include suspension from SNC</i>
Vandalism / <i>Starts at \$250 and could include suspension from SNC</i>
Failing to evacuate when fire alarm sounds / <i>Starts at \$250 and could include suspension from SNC</i>
Tampering with surveillance equipment / <i>Starts at \$250 and could include suspension from SNC</i>
Tampering with fire safety equipment / <i>Starts at \$250 and could include suspension from SNC</i>
Pulling a fire alarm when there is no fire / <i>Starts at \$500 and could include suspension from SNC</i>
Unauthorized entry to a building / <i>Starts at \$500 and could include suspension from SNC</i>
Unauthorized pet / <i>Starts at \$1,000 and could include fees for damages</i>
Unauthorized access to rooftops / <i>Starts at \$1,000 and could include suspension from SNC</i>

Removal from a living unit

A hearing officer may require a student to vacate a particular residence hall or campus-owned building if there are particular circumstances in the environment, such as conflicts with supervising personnel, repeated violations of college policy, or an unwillingness to recognize and respect the rights of others.

Restitution

Restitution is compensation required of students who engage in theft or the misuse, damage or destruction of institutional, group or private property. The amount of restitution depends upon the extent of damage, as well as what is determined to be the most appropriate way for a student to make amends for the damage caused. The amount, form and method of restitution payments are determined by the hearing officer or board.

Revocation of admission and/or degree

The college may revoke admission to SNC or an awarded degree for fraud, misrepresentation or another violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding degree

The college may withhold awarding a degree until the completion of the student conduct process, including the completion of any and all sanctions imposed.

Interim Administrative Action Options

The vice president of student affairs or their designee has the authority to impose the interim administrative actions listed below in order to protect the safety and welfare of members of the community.

Interim action

In certain circumstances, authorized individuals may propose to a student restrictions, changes in living arrangements, changes in class schedules or other actions to ensure the safety and welfare of the college community. Any restrictions outlined in the interim action will be clearly presented to the student.

- If an interim action is invoked, the student will be afforded an informal preliminary hearing by the vice president of student affairs or their designee before the action is implemented.
- At this hearing, the student will be given an opportunity to explain why the interim action is not necessary to protect the safety or welfare of the college community.
- If a charged student fails to report for a meeting with the vice president of student affairs or their designee at the time specified in the interim notification communication, the interim action may be implemented immediately.
- Following implementation, the interim action may be further reviewed and either continued, modified or terminated when the related student disciplinary matter is considered by the hearing officer.

Interim suspension

A student may be immediately suspended from St. Norbert College if the vice president of student affairs or their designee determines a potentially dangerous situation exists. If the vice president of student affairs or their designee perceives that a student is disruptive to the community and educational process, interim suspension may also be instituted.

This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self, others, property or the orderly functioning of SNC.

- When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted.
- Following the imposition of interim suspension, standard college disciplinary procedures shall be provided as expeditiously as possible.
- Any student who is placed on interim suspension and returns to the campus or

college property and/or violates other stated conditions during the specified interim period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam or participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or

- conditions. This permission may be granted by the director of student judicial affairs.

Alcohol Sanctioning Policy

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe)	Residential probation (1 yr.) \$100 fine Sanctions on SafeColleges	Disciplinary probation (1 yr.) \$175 fine Alcohol assessment Parent notification letter Informed of potential housing restrictions	Disciplinary probation (college tenure) \$300 fine Housing restrictions Parent notification letter	Suspension/expulsion Parent notification letter
B (More severe)	Disciplinary probation (1 yr.) \$150 fine Sanctions on SafeColleges Alcohol assessment Parent notification letter	Disciplinary probation (college tenure) \$250 fine Housing restrictions Parent notification letter Follow-up session w/CAPS: Alcohol assessment or review (if taken previously) Restrictions from participation in extracurricular activities (athletics, student orgs., etc.)	Suspension (1 semester) Parent notification letter \$300 fine	Expulsion Parent notification letter
Passive Participation	Residential probation (6 mos.) Reflection paper (1 pg.)	This violation is not available for a 2nd offense. It automatically becomes an alcohol violation.	Unavailable	Unavailable
Medical Transport	Good Samaritan Program (1 meeting with CAPS, 1 meeting with Health Services, 1 follow-up meeting with director of judicial affairs)			

The hearing administrator may elevate the categories and levels of offense. Knowingly providing false information, being uncooperative or negatively impacting others through your actions will elevate the category and/or level of offense.

Drug Sanctioning Policy

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe)	Residential probation (1 yr.) \$100 fine Drug assessment	Disciplinary probation (up to college tenure) \$200 fine 2 follow-up sessions (CAPS; review of drug assessment) Restriction from participating in extracurricular activities (athletics, student orgs., etc.) Parent notification letter	Suspension (1 yr.) Reinstatement contingent on completed sanctions Parent notification letter	Expulsion Parent notification letter
B (More severe)	Disciplinary probation (1 yr.) \$200 fine Drug assessment Parent notification letter	Disciplinary probation (college tenure) \$300 fine 2 follow-up sessions (CAPS; review of drug assessment) Restriction from participating in extracurricular activities (athletics, student orgs., etc.) Parent notification letter	Expulsion Parent notification letter	
Passive Participation	Residential probation (6 mos.) Reflection paper (1 pg.)	This violation is not available for a 2nd offense. It automatically becomes an alcohol violation	Unavailable	Unavailable
Medical Transport	Good Samaritan Program (1 meeting with CAPS, 1 meeting with Health Services, 1 follow-up meeting with director of judicial affairs)			

The hearing administrator may elevate the categories and levels of offense. Knowingly providing false information, being uncooperative or negatively impacting others through your actions will elevate the category and/or level of offense.

Quick Links

Disciplinary Records and FERPA

[FERPA Release Authorization Form](#)

snc.edu/judicialaffairs/docs/FERPARelease.pdf

Frequently Asked Questions (Student Judicial Affairs)

[Common Questions](#)

snc.edu/judicialaffairs/faqs.html

Sanctioning Guidelines

[Authorized Disciplinary Sanctions](#)

snc.edu/judicialaffairs/sanctions.html

Sex and Gender Harassment/Discrimination Resources

[Title IX: Gender-Based Misconduct and Sexual Harassment](#)

snc.edu/titleix

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act, formally known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is a federal consumer protection law that requires all postsecondary institutions that receive federal funding to disclose campus crime statistics and security information. Crime reports must include data for criminal offenses, Violence Against Women Act (VAWA) offenses, hate crimes and arrests, and referrals for disciplinary action. Definitions and statistics for Clery-reportable crimes can be found at [Clery Report](#): snc.edu/campussafety/docs/cleryreport.pdf

Closing Remarks

Docere verbo et exemplo is Latin for “to teach by word and example.” This phrase is the college’s motto, and we hope that after reading *The Citizen*, each student comes out understanding the values we seek to live and teach here. It is our sincere wish that all students who live and learn at our college make relationships and memories that last a lifetime. May the guidelines and policies established in *The Citizen* be the starting point to a successful college career.

