

GENERAL COLLEGE POLICIES

These policies are established for the good order of the Saint Vincent College community, and the College reserves the right to make reasonable changes and updates. Any concerns or infractions related to these policies should be submitted to the Office of Student Affairs.

1. Alcohol and Other Drugs Policy

The College encourages students to abstain from alcohol and other drugs. If students choose to consume alcohol, they should do so responsibly and legally. **Reporting Alcohol and Drug Related\Other Emergencies:** Residents should never hesitate to seek help for their peers' personal welfare in drug or alcohol or other emergencies. Call x2911 from any campus phone or 724-805-2911 for assistance; callers may remain anonymous. Students may also contact their prefect or Residence Hall Director at any time.

Alcohol

Student of Legal Drinking Age – Over 21:

- Students 21 years or older who choose to consume alcoholic beverages are expected to do so responsibly and may not distribute alcoholic beverages to persons under 21 years of age.
- Student residents 21 years or older may possess alcohol for personal use in their living space.
- Student residents 21 years or older may not consume alcohol in the presence of minors, including any roommates who are under 21 years of age.
- Those residents who are over 21 years of age should properly dispose of all alcohol containers after consumption, rather than display them.

Students under the Age of 21:

- Students under 21 years of age are not permitted to use, possess, manufacture or distribute alcoholic beverages or be publicly intoxicated.
- If students living in a room are all under 21, then alcohol cannot be present in that room.

General Alcohol Policies:

- Beverages containing grain alcohol and distilled spirits greater than 99 proof are prohibited on campus grounds.
- The presence, possession or use of any bulk or common container of alcohol (i.e., kegs, beer balls, etc.) or any device or activity (i.e., beer bong, beer pong, etc.) used to consume alcohol in a dangerous or unhealthy manner, or excessive amounts of alcohol in any campus living unit is prohibited, no matter the age of the participants.
- Students of legal drinking age may have alcohol in the Residence Halls. Single, double, and triple rooms are limited to two of the following (or an equivalent combination) at any one time; Rooney Hall apartments and suites may have any three of the following (or an equivalent combination) at any one time:
 - 1 case of beer equal to 30 units at 12 oz each or 24 units at 16 oz each
 - 1 quart of whiskey or hard liquor
 - 1 gallon of wine or 1 box of wine, not to exceed three litersExcessive quantities of alcohol are not permitted, and students are reminded to drink responsibly. The National Institute on Alcohol Abuse and Alcoholism defines “heavy episodic drinking” as a pattern of drinking alcohol that brings blood alcohol concentration to 0.08. To reach this level, a typical adult male or female would consume five or four drinks, respectively, in a period of two hours.
- No money may be charged for any event at which alcoholic beverages are present or observed.
- The public possession and use of alcoholic beverages are prohibited in all public or common areas on campus, except at official College approved events or locations.
- All empty containers will be treated as “in use” by students of any age.

- No posters, throw rugs, furniture or displays of any kind that advertise alcohol are permitted anywhere in Saint Benedict Hall.
- Alcohol displays of any kind (posters, lights, signs, etc.) are not permitted in windows or corridors of any residence hall.
- Public intoxication is not permitted, regardless of the age of the individual.
- Students and College officials may request the use of breathalyzers in determining if a student has consumed alcohol.
- Students should not be present in a situation where alcohol is being consumed by those who are under 21.
- The College reserves the right to notify parents and/or guardians about alcohol-related violations.

Alcohol Policy for Guests to Campus:

- Guests and visitors may not consume or possess alcohol in the residence halls if their host (resident) is under the age of 21.
- Guests who are visitors of resident students who violate College policies on alcohol will be removed from campus; a Residence Life official will determine when the visitor can return.
- The College may contact parents or police in incidents where guests are found violating College policies on alcohol.

Pennsylvania State Law:

- A person under 21 years of age commits a summary offense if s/he attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor, malt or brewed beverages.
- It is unlawful for a person under 21 years of age to knowingly and falsely represent himself or herself to be 21 years of age or older for the purpose of procuring any liquor, malt or brewed beverages.
- It is unlawful for a person to intentionally and knowingly sell or furnish any liquor, malt or brewed beverages to a person who is less than 21 years of age.
- It is unlawful to make, alter, sell or attempt to sell an identification card that falsely represents the identity, birth date or age of another. It is unlawful for a person under 21 years of age to possess an identification card which falsely identifies that person by name, age, date of birth, or photograph as being 21 years of age or older. It is unlawful to obtain or attempt to obtain liquor, malt or brewed beverages by using the identification card of another.
- A third party injured by an impaired or intoxicated person under age 21 has a right of action against any person who "knowingly" caused such impairment by unlawfully furnishing or assisting in procuring alcohol for the person under 21 years old.
- It is unlawful to provide alcoholic beverages as part of an admission fee, or sell alcohol without a license from the Pennsylvania Liquor Control Board.
- The PA Crime Code states that violations of laws regarding alcohol (underage consumption, public intoxication, etc.) may constitute a summary offense and misdemeanor and could result in a fine up to \$2500, up to 1 year in jail, and license suspension ranging from 90 days to two years (Source: PLCB Website).

Other Drug Use

- The College recognizes drug abuse as a potential health, safety and security problem that may also threaten the welfare of others in the community. The College also recognizes drug dependence as an illness and a major health problem. Students needing help in dealing with such problems are encouraged to seek assistance through the Wellness Center or one of the many other services listed in the back of the Handbook.
- The use, possession, manufacture and/or distribution of an unlawful narcotic or other controlled substance and/or the abuse of a prescription drug are prohibited.
- Entering the campus under the influence of any unlawful or inappropriately used drug is a violation of the Code of Conduct and will be treated the same as if the individual used the drug on campus grounds.

- In off-campus cases involving legal procedures, the Vice President for Student Affairs can suspend a student from the College. Violation of state and federal drug laws may result in fines and/or incarceration.
- The College reserves the right to notify parents and/or guardians informing them of violations.

2. College Facilities

- Misuse of College facilities or services conducted in those facilities including but not limited to restrooms, public areas, furniture, classrooms, audio-visual equipment, computer equipment, athletic equipment, outdoor and recreation equipment, mail, email, internet and business office/cash checking services is prohibited.
- Bicycles, motorcycles and skateboards are not permitted to be used inside College buildings, including residence halls, with the exception of bicycles and skateboards, which may be stored in the individual residence hall rooms.
- Unauthorized use of keys is forbidden.

3. Commuter Students

- A Commuter Lounge is available in Placid Hall.
- First-year commuter students are assigned to a Pod in Saint Benedict Hall and are encouraged to join in the many activities available to them.
- Commuters are responsible for providing a current mailing address and telephone number each year to the Office of Student Affairs.

A. Be a Good Neighbor

As representatives of Saint Vincent College, students living off-campus are expected to demonstrate Benedictine hospitality and respect neighbors' rights to a quiet, clean, safe and peaceful neighborhood.

B. Conduct

- Students are members and representatives of Saint Vincent College. They should uphold the mission and values of the institution and refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College. All students are held accountable for their behavior, both on and off campus.
- Students are asked to notify Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- In off-campus cases involving legal proceedings that involve conduct which is considered threatening or potentially harmful to the members of the College community, the Vice President for Student Affairs may suspend or permanently remove a student from the College if such action is deemed in the best interest of the College.

4. Complicity

Complicity implies that the student has been in the presence of others violating policy and has not expressed disapproval, attempted to persuade the violators to cease this activity and has not removed himself or herself from the situation.

5. Computers or Computer Networks

- The College aims to provide a high-speed, reliable computer network. To this end, students who wish to use the College's network services may be required to install specific anti-virus software on their computer to protect the integrity of the College network. The Office of Information Services will notify students if such action is required.
- Misuse of computers or computer networks at the College that results in damage or attempted damage to the computer systems, loss of data, the theft of private information, the disruption of normal use of the computer systems and similar actions will lead to disciplinary action.
- Activities that entail clear misuse of computers or computer networks include the stealing of passwords, spreading of a computer virus, breaking into computer accounts, deleting software

installed on College computers, deliberately causing a computer to crash, the viewing or transmission of threatening or obscene material, and the pirating (illegal copying) of software.

- In cases where allegations of computer misuse exist, the Office of Student Affairs may temporarily take possession of and analyze a computer as part of a College investigation.

6. Conduct

Standards of honesty, integrity, civility, charity, hospitality and working toward the common good of the institution are at the core of our mission statement. All members of the community are expected to abide by these standards and to uphold the policies in this *Student Handbook*.

A. Compliance and Mutual Respect

- Saint Vincent College strives to live out the Benedictine Hallmark of community, emphasizing the call for service to the common good and respect for the individual.
- Students are expected to comply with the directives of College personnel, including Faculty, Staff, Administrators, Residence Hall Directors and Prefects, in the performance of their duties.
- Students who fail to comply with judicial sanctions may face additional penalties.
- In a spirit of mutual respect, abusive/defiant language or behavior toward members and guests of the College community will not be tolerated.

B. Conduct at Athletic Events

- As participants in athletic events, players are to treat their team, their hosts, their opponents, and the spectators with respect, extending hospitality in the Benedictine Tradition.
- As spectators of an athletic event, members of the Saint Vincent community are to demonstrate respect for participating teams, the environment and the rules and regulations of the game.
- Foul language, inappropriate gestures, inappropriate clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated.

C. Conduct in Classrooms

- Learning requires a degree of openness to other people, other opinions and other ideas.
- Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior.

D. Conduct in the Dining Halls

- Offensive behavior, including but not limited to harassment, name-calling, degrading language, remarks or "jokes", and throwing of food will not be tolerated.

E. False Information

- Providing any college official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
- Possession, production or distribution of false documents is prohibited.

7. Damages and Theft

- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Damage to College property will be charged to those responsible. When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the personal property of others.
- The College is not responsible for loss or damage of personal items.

8. Defamation of College Reputation

- Students are members and representatives of Saint Vincent College and their actions should uphold the mission and values of the institution and refrain from inappropriate or irresponsible behavior on or off campus which damages the reputation of the College.
- All students are held accountable for their behavior, both on and off campus.
- Students are asked to notify the Office of Student Affairs in a timely manner any time they are detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws, locally or elsewhere (other than minor traffic citations).
- In off-campus cases involving legal proceedings that involve conduct which is considered threatening or potentially harmful to the members of the College community, the Vice President for Student Affairs may suspend or permanently remove a student from the College if such action is deemed in the best interest of the College.
- Students using online social networking services such as Facebook, MySpace, etc., who post or appear in images, photos, video, or narratives online that show violations of the College's policies may be found responsible for violating College policies.

9. Displays/Posters for Public Bulletin Boards

- Posters may be displayed on campus in approved areas, which are bulletin boards marked with "Campus Event" signs or inside Residence Hall lobbies.
- Posters must contain the date, time, location, sponsor, contact information and must be approved by the Director of Campus Life at least 24 hours before scheduled events by bringing one copy to the Campus Life office. (All fundraisers and use of sidewalk chalk must be approved by the Director of Campus Life.)
- Once posters are approved, students can make additional copies and post in designated areas; posters should be removed after event has occurred.
- Facilities Management staff will remove signs that have not been approved or are placed in undesignated areas, including glass doors and elevator doors.
- Posters by Residence Hall staff for specific building use only or posters by authorized individuals on departmental bulletin boards do not need prior approval.

10. Electronic Devices

- Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned facility.
- Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as bathrooms or locker rooms.
- Taking photographs of any individuals against their will is strictly prohibited.
- The recording of conversations without consent of both parties is prohibited.
- Students are encouraged to use the e2campus system for emergency notifications; cell phone activation is available at <http://www.e2campus.com/my/stvincent/>

11. Email Accounts

- Saint Vincent College email accounts are used to notify students of important information on issues relating to classes, campus safety, parking, policies and special events.
- Students are responsible for checking their account frequently.
- Questions concerning access to a Saint Vincent College email account should be directed to the Office of Information Services located in Alfred Hall, Ground Floor.
- Students are encouraged to use the e2campus system for emergency notifications; email activation is available at <http://www.e2campus.com/my/stvincent/>

12. Financial Clearance

- Financial clearance is defined as having your student account paid in full *or* having enrolled in an authorized payment plan with the Business Office.
- Students are required to secure financial clearance prior to the start of each semester.
- Students who are not financially cleared will be prevented from attending classes, and denied access to the residence halls and dining service.

- Any student who has questions or concerns regarding financial clearance should contact Financial Aid and/or the Business Office.

13. Firearms and Other Weapons, Dangerous Materials, and Pyrotechnics

- Weapons (including firearms, BB guns, air soft guns, pellet guns, paint guns, bows and arrows, slingshots, etc.), ammunition for any weapons, knives (except small utility knives), and any other dangerous materials intended to harm others are not permitted on campus.
- The possessing, making and/or exploding of firecrackers and other pyrotechnics are prohibited. The laws of the Commonwealth of Pennsylvania declare it unlawful to sell, to have in one's possession, or to discharge any fireworks.

14. Fire Regulations

- Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary.
- Misuse of these items interferes with this protection and endangers both people and property.
- Setting a false fire alarm, or tampering with fire protection equipment, notification systems, or detection devices is prohibited.
- A charge of at least \$100.00 will also be assessed for any individual found tampering with, removing, or discharging a fire extinguisher without cause.
- All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by college personnel.
- Failing to exit a building during a fire alarm may result in judicial sanctions.
- A member of the Public Safety department must approve all bonfires.

15. Gambling

- Students may not engage in games of skill or chance where money changes hands.
- NCAA rules prohibit sports gambling of any kind by student-athletes.
- Counseling is available in the Wellness Center for gambling related addictions or issues.

16. Harassment/Discrimination

- Harassment is not permitted, and includes but is not limited to profanity and threats; prank phone calls; racist or degrading language, remarks, or jokes; unwanted physical contact; and inappropriate sexual language, gestures, displays, or activity.
- Any student who believes that she or he is a victim of harassment should bring the matter to the Office of Student Affairs. The substance of the complaint and the identities of the individuals involved will be held in strict confidence.
- Saint Vincent College complies with Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act and its regulations: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

17. Hazing and Other Offensive Behavior

- Hazing consists of abusive affiliation or initiation activities and will not be tolerated.
- Hazing occurs whether or not the participant engaged in the activity willingly.

18. Identification Cards

- Each student will be issued an ID card which should be carried by students at all times and produced at the request of College officials.
- ID cards are validated each semester after the student has received financial clearance.
- Admission to activities and use of facilities of the institution may be denied without the student ID.
- Students should not place stickers on their ID cards or punch holes in them.
- A fee of \$20.00 is payable to the Office of Public Safety for a replacement ID card if the original card is lost, stolen or damaged.

19. Immunization Policy

- All students must provide proof of immunizations by the end of the first month of the school semester.

- Failure to comply may result in the student's removal from the campus.
- Students must receive two immunizations for Measles/Mumps/Rubella (MMR).
- A TB test is required of all students at high risk for TB as defined by the Centers for Disease Control, i.e. international students from high prevalence countries, persons with compromised immune systems and close contacts of infectious TB cases. It is recommended for all others every two to three years.
- Tetanus/Diphtheria (adult Td) is recommended every 10 years.
- The Meningitis Vaccine is mandatory under Pennsylvania law for students residing on campus. The vaccine may be waived for religious or other reasons according to this law.
- International students may seek immunization for Measles/Mumps/Rubella (MMR) through the school physicians' office for a cost.

20. Information Resources

- In support of its mission, Saint Vincent College provides access for students, faculty and staff to local, national, and international sources of information.
- It is also the intent of the College to maintain a campus environment that facilitates access to knowledge and the sharing of information with colleagues at Saint Vincent and at other locations without fear that their work will be violated by misrepresentation, tampering, destruction and/or theft.
- The Policy for Responsible Use of Information Resources at http://www.stvincent.edu/info_services6 contains the governing philosophy for regulating faculty, student and staff use of the College's information resources.
- Use of the Internet is provided by Saint Vincent College to further our Catholic, Benedictine, and liberal arts education, and access is provided to websites which are consistent with the College's identity and mission. Students may request access to websites that are not currently provided at <http://www.stvincent.edu/unblock>.
- Students using online social networking services such as Facebook, MySpace, etc., who post or appear in images, photos, video, or narratives online that show violations of the College's policies may be found responsible for violating College policies.
- Each semester the Registrar's Office prepares a *Student Directory*. The *Directory* includes the name, home address, home telephone, campus address, room telephone and SVC post office box number of each student enrolled in the semester for which the *Directory* is published. According to FERPA, a student has the right to refuse disclosure of any or all of the above items in the *Directory*. If a SVC student wishes to exercise this right, she/he must do so by the end of the first week of each semester by filing a written statement in the Registrar's Office.
- Commuters are responsible for providing a current mailing address and telephone number each year to the Office of Student Affairs.
- A full description of all information resources and Library policies is available on the SVC website.

21. Meal Plans

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- Contact the Director of Residence Life at 724-805-2176 for more information; information on meal plans is also available at <http://www.stvincent.edu/dining/mealplans>.

22. Missing Persons

- All reports of missing or suspected missing resident students should be reported to the Department of Public Safety at 724-805-2311 (off-campus phone) or 2311 (on-campus house phone).
- Resident students should register confidential information with the Office of Residence Life stating who should be contacted in the event the student is determined to be missing for a period of more than 24 hours.
- If a missing student is under 18 years of age and not emancipated, the College will notify a custodial parent.
- In an effort to avoid jurisdictional conflicts when an off-campus, non-campus or commuter student is reported missing to Public Safety, immediate notification will be made to the appropriate jurisdiction. The Department of Public Safety will assist external authorities with these investigations as needed or become primary jurisdiction if requested.

23. Parental Notification

- The College recognizes each student as a responsible adult.
- On certain occasions the College may notify parents or guardians concerning a specific incident or situation. These occasions include violations of the College policy on alcohol and/or other drugs, hospitalization or situations where a student's health or safety may be uncertain.
- Notification will be authorized by the Vice President for Student Affairs or Director of Residence Life.

24. Participation in College Activities

- The College works to provide various curricular and co-curricular activities that support student development, and all students are invited to participate in campus activities.
- Participation in extracurricular activities is always voluntary, and engaging in certain activities comes with inherent risks. The student is ultimately responsible for determining his or her level of comfort and safety when participating in College-sponsored events.
- It should not be assumed that the College is liable for injuries students incur while participating in such events.

25. Physical Contact/Use of Force

- Students and employees of the College are entitled to be free of intimidation and fear of the threat of physical contact or the use of force. This policy includes intimidation where the offender causes apprehension of harm.
- Physical contact/use of force against any person will not be tolerated.

26. Records and Privacy Rights

- The Family Educational Rights and Privacy (FERPA) Act of 1974 (The Buckley Amendment) established procedures that govern access to and release of students' records kept by the College. Questions about the access to and release of student records should be directed to the Registrar and/or the Office of Student Affairs.
- Academic transcripts and other correspondence that concern the student's status at Saint Vincent are sent directly to the students. Students and other interested parties entitled to access to the students' records as outlined in the Act will be requested to follow the request procedures established by the College offices involved.
- Access to or release of student records under circumstances other than those provided for in the Act will be permitted by the College with a signed waiver by the student.
- Because academic transcripts and other correspondence concerning a student's status are forwarded directly to the student, it is strongly advised that parents or others financially responsible for the education of the student anticipate this arrangement by working out a satisfactory agreement between themselves and the student relative to records and correspondence received from Saint Vincent College.
- Students' records will be maintained in the Registrar's Office and will be kept intact for five (5) years after graduation, withdrawal or dismissal. At the end of the five years the files will be purged of everything with the exception of the academic transcript and essential materials pertaining to it.
- Each semester the Registrar's Office prepares a *Student Directory*. The *Directory* includes the name, home address, home telephone, campus address, room telephone and SVC post office box number of each student enrolled in the semester for which the *Directory* is published. According to FERPA, a student has the right to refuse disclosure of any or all of the above items in the *Directory*. If a SVC student wishes to exercise this right, she/he must do so by the end of the first week of each semester by filing a written statement in the Registrar's Office.
- According to FERPA the Vice President for Student Affairs or his/her designee cannot discuss the disciplinary record of a student unless the student has signed a written release of those records. If a student wishes his/her disciplinary record to be discussed in full with a particular party, she/he must submit and sign a letter to the Office of Student Affairs releasing the Vice President for Student Affairs or his/her designee to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. In the case where a written notification is sent to the parent/legal guardian for an alcohol or other drug offense, the hearing officer in the case is allowed to discuss that particular offense and sanction. A

letter of release allows the hearing officer to discuss the entire disciplinary record of the student with the party specified in the letter. All disciplinary records are kept in the student's file for a period of five years from the most recent violation. Students may review their discipline file in the Office of Student Affairs under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from the Office of Student Affairs.

27. Relationship to the College

- Students who engage in business ventures on behalf of a club or organization of Saint Vincent College must have the authority or official permission to do so.
- Students will be held personally accountable for any financial arrangements made by the individual student without prior authorization or permission.

28. Reporting of Threats and Other Behavioral Concerns

- Any behavior that causes concern, including threatening remarks or overt acts of physical violence against self or another person(s) or property should be reported immediately to the Office of Public Safety and/or Office of Student Affairs.
- Other behavioral concerns should also be reported to the Office of Public Safety and/or Office of Student Affairs. An online reporting form is available at http://www.stvincent.edu/campus_safety_form.
- Any student who, in the judgment of the Vice President for Student Affairs or Director of Residence Life, is potentially harmful to himself or herself and/or others, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College.
- Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Vice President for Student Affairs or Director of Residence Life in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.

29. Sexual Assault and Misconduct

A. Definitions

Sexual assault and misconduct are sexual contacts that are one or more of the following, and are not permitted:

- Physically forced
- Done without someone's consent
- Where someone says "no" or acts to show they do not want the contact
- Where alcohol, drugs, or mental deficiency prevent resistance

B. Reporting Procedures

- If a sexual assault or misconduct occurs, the first priority is caring for the immediate physical and emotional welfare of the victim. Students, faculty or staff should notify the Office of Public Safety, the Wellness Center, the Residence Hall Directors or the Office of Student Affairs as soon as possible. A Saint Vincent College Public Safety Officer has been specially trained to work with victims of sexual assault.
- When such an act is reported official action will be taken. If the student requests it, the Director of Public Safety will contact the State Police, who will initiate an investigation. At any time during the investigation the student may contact the State Police and request that it be stopped; however, the decision to terminate the investigation at that point would be within the sole discretion of the State Police.
- It is extremely important to preserve any evidence that may be necessary to the proof of criminal sexual assault.

C. Services Available

- A student who is the victim of sexual assault or misconduct is encouraged to seek assistance from student support service offices, whether it be health services, counseling services, the

Office of Public Safety, Campus Ministry, the Residence Hall Staff or the Office of Student Affairs. The staff will assist the student in finding appropriate off-campus counseling if requested.

- The Office of Student Affairs will assist any student in changing his/her academic and living situations after an alleged sexual assault or misconduct if requested by the student and if these changes are reasonably available.

30. Smoking Policy

- Smoking is not permitted in the following areas:
 - Inside any campus building
 - Melvin Platz
 - Sebastian's Garden
 - Athletic and intramural fields (consistent with NCAA tobacco rules and regulations) or spectator areas
- Smoking is permitted in the following areas:
 - The Placid/Alfred Breezeway from 10:00 pm to 7:00 am
 - To the left of the Placid/Alfred Breezeway (when facing Placid)
 - 15 feet away from residence halls and entranceways to all buildings
- It is incumbent upon the member of the College community to maintain all smoking areas in a responsible and clean manner.
- Smoking cessation support is available; for more information, contact the Wellness Center.

31. Solicitation

- Agents or solicitors (non-students) are not permitted on the campus without written permission from the Office of Student Affairs.
- Any student seeking permission to sell any commodity or act as agent or representative for a company or organizations must submit such a request in writing to the Office of Student Affairs. Such companies and organizations should be consistent with the Mission of Saint Vincent College.

32. Vehicle Information

- All vehicles are operated and/or parked on Saint Vincent property at the owner's risk.
- Students, faculty, administrators and staff members must register their vehicle(s) with the Public Safety Office if they intend to park anywhere on Saint Vincent property.
- Persons registering vehicles in their name are liable for payment of fines for all violations incurred by that vehicle.
- All vehicles shall be duly licensed from the state of origin and maintain current certificate of inspection (if required by state law).
- Registration of a vehicle does not guarantee a parking space on Saint Vincent property.
- Registration indicia must be removed from vehicles which are no longer in the possession of the registrant and returned to the Office of Public Safety.
- Parking is permitted only in areas where spaces are designated by white striping.
- At times, due to special events or snow removal, properly parked vehicles may need to be moved. The registered operators of the vehicles will be notified. If the registered operator does not move the vehicle and cannot be located, Saint Vincent reserves the right to tow the vehicle at the owner's expense. The vehicle will not be impounded, but, if possible, will be moved to another location on Saint Vincent property. Saint Vincent will not be responsible for any damage to the vehicle.
- A full description of all policies and regulations regarding parking and use of a vehicle on campus is available online or in the Office of Public Safety.